eRecruitment

Recruiter User Manual

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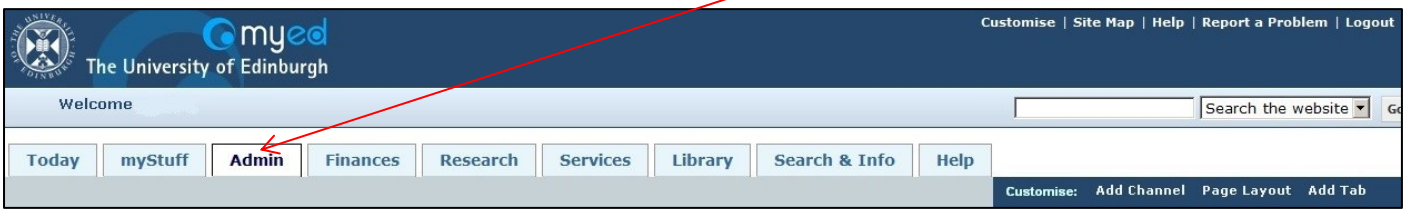
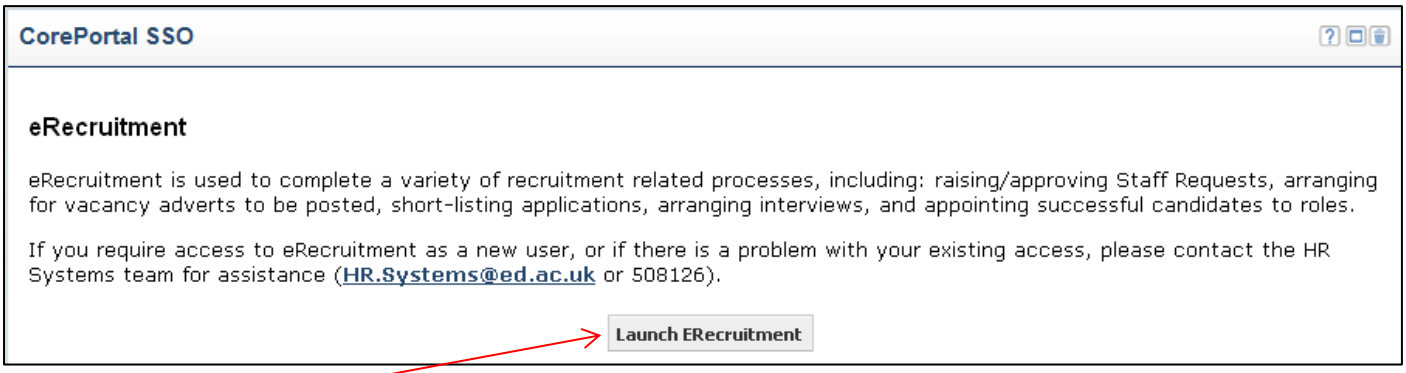
How to access the eRecruitment system

Log in to MyEd (via Ease – www.ease.ed.ac.uk) and click on the **Admin** tab

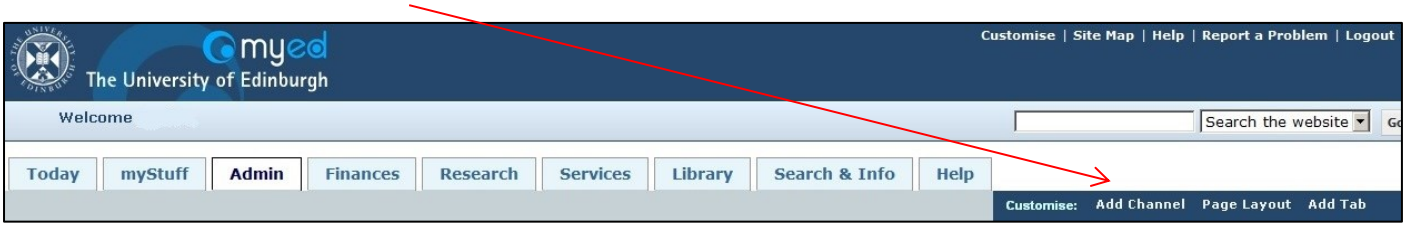


You will see various channels on this page and may automatically have the eRecruitment Channel loaded for you.


CorePortal SSO
eRecruitment
eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.
If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).
Launch ERecruitment

Click the **Launch ERecruitment** button to open the software.

If you cannot see the eRecruitment Channel on your Admin page, then add the channel.
You can do this by clicking **Add a Channel** within the **Customise** bar

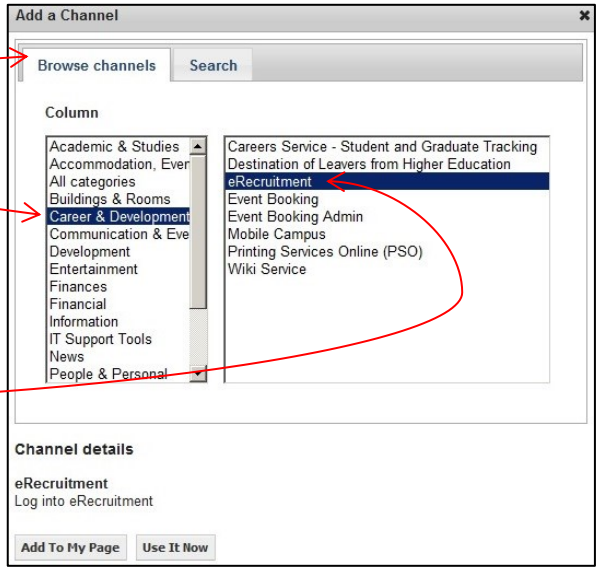


From the tab called **Browse Channels**

Choose **Career & Development**

Then choose **eRecruitment**

Then click the **Add to My Page** button

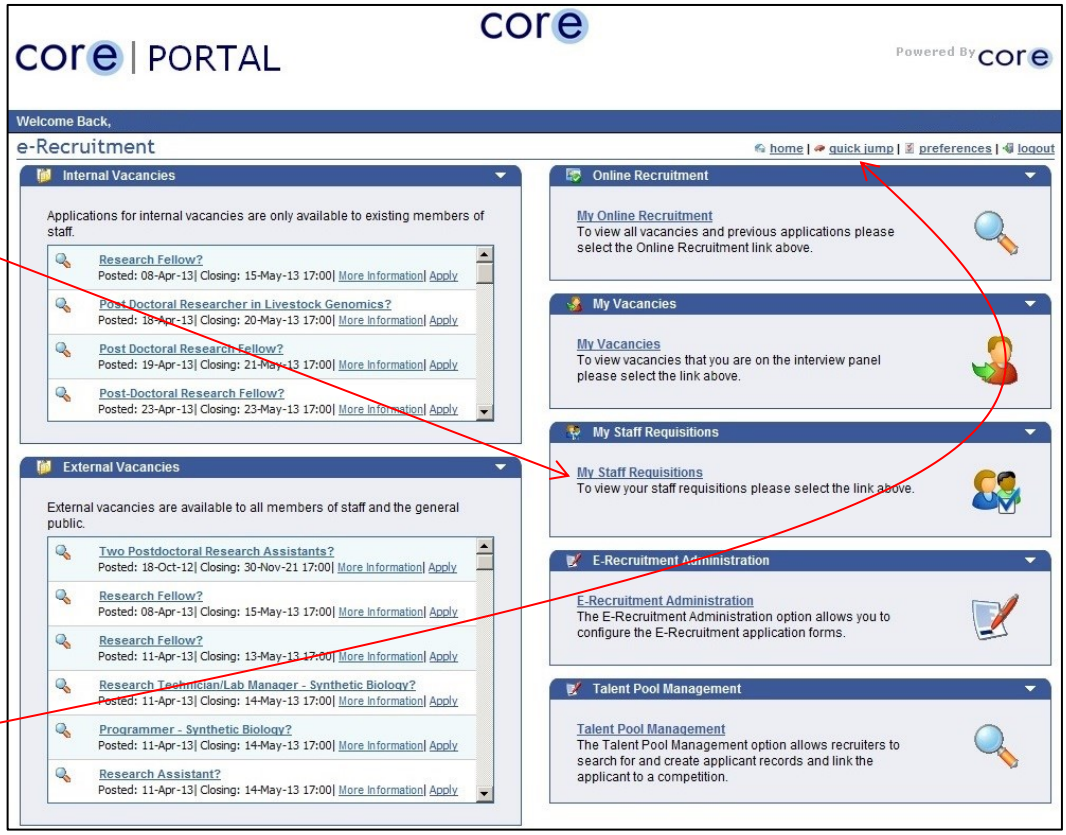


When you click on the **Launch ERecruitment** button in MyEd, you will be directed to this screen:

We refer to this screen as the Portal, where we initiate the process by way of a **Staff Requisition**.

For Recruiters, the majority of the work is completed in the **Back Office**.

To access the Back Office, you need to click on the **Quick Jump** link.


core | PORTAL
Powered By core
Welcome Back,
e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Research Fellow? Posted: 08-Apr-13| Closing: 15-May-13 17:00| More Information| Apply
Post Doctoral Researcher in Livestock Genomics? Posted: 18-Apr-13| Closing: 20-May-13 17:00| More Information| Apply
Post Doctoral Research Fellow? Posted: 19-Apr-13| Closing: 21-May-13 17:00| More Information| Apply
Post-Doctoral Research Fellow? Posted: 23-Apr-13| Closing: 23-May-13 17:00| More Information| Apply
External Vacancies
External vacancies are available to all members of staff and the general public.
Two Postdoctoral Research Assistants? Posted: 18-Oct-12| Closing: 30-Nov-21 17:00| More Information| Apply
Research Fellow? Posted: 08-Apr-13| Closing: 15-May-13 17:00| More Information| Apply
Research Fellow? Posted: 11-Apr-13| Closing: 13-May-13 17:00| More Information| Apply
Research Technician/Lab Manager - Synthetic Biology? Posted: 11-Apr-13| Closing: 14-May-13 17:00| More Information| Apply
Programmer - Synthetic Biology? Posted: 11-Apr-13| Closing: 14-May-13 17:00| More Information| Apply
Research Assistant? Posted: 11-Apr-13| Closing: 14-May-13 17:00| More Information| Apply
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.
E-Recruitment Administration
E-Recruitment Administration
The E-Recruitment Administration option allows you to configure the E-Recruitment application forms.
Talent Pool Management
Talent Pool Management
The Talent Pool Management option allows recruiters to search for and create applicant records and link the applicant to a competition.

home | quick jump | preferences | logout
Online Recruitment
Core e-Recruitment
CoreHR
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

Click on Quick Jump

Then Core HR

How to accept applications into the Back office - submit an application

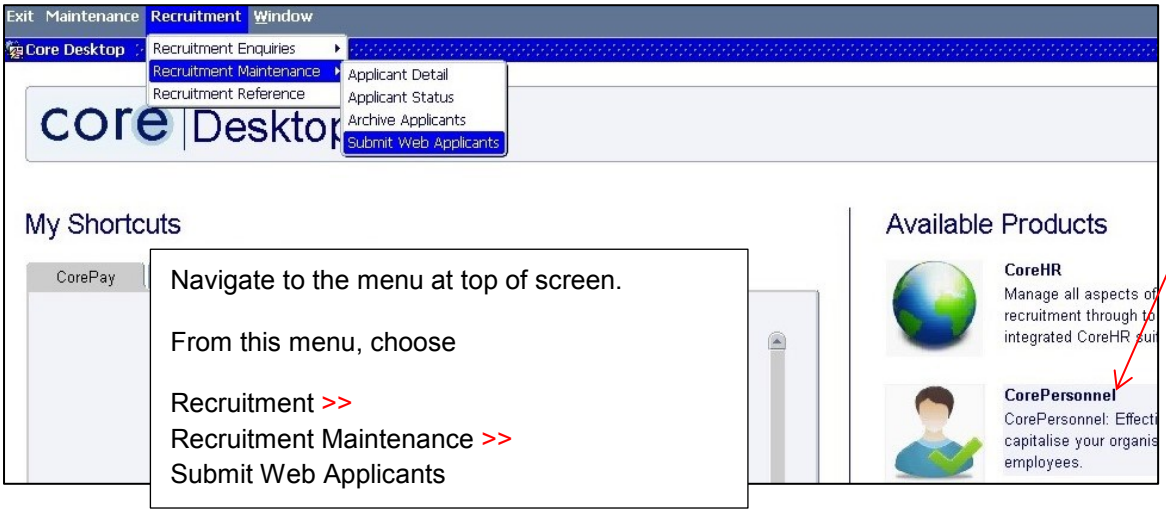
In order to access applications for your vacancy and to enable the interview/ shortlisting panel to view applications, you will need to **submit web applicants.** This will move applications into the Back Office.

You can do this gradually as applications are received. Alternatively, you can submit all web applicants in one action, after the closing date. Whichever way you choose to do this, you must ensure that once the closing date is reached, all web applicants for the vacancy have been submitted.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Online Recruitment
Core e-Recruitment
CoreHR
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

From within the eRecruitment back office, click on Core Personnel

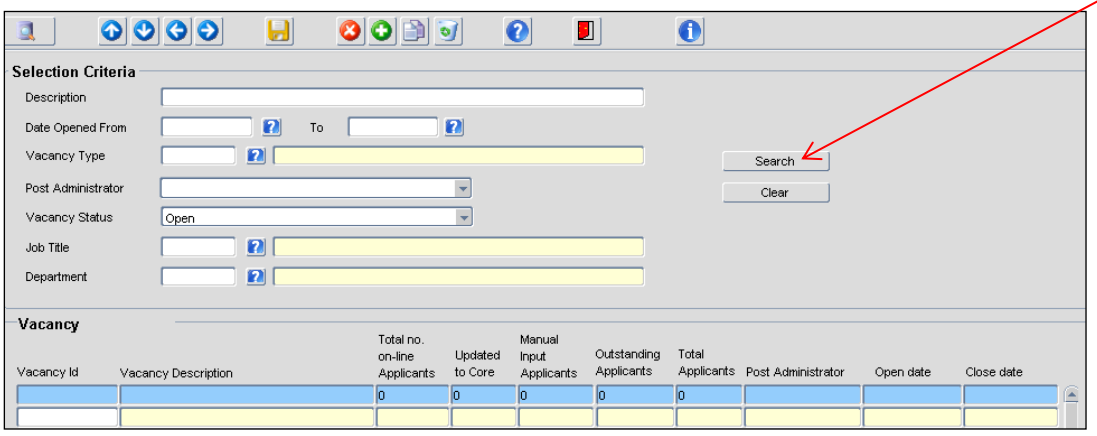


Navigate to the menu at top of screen.

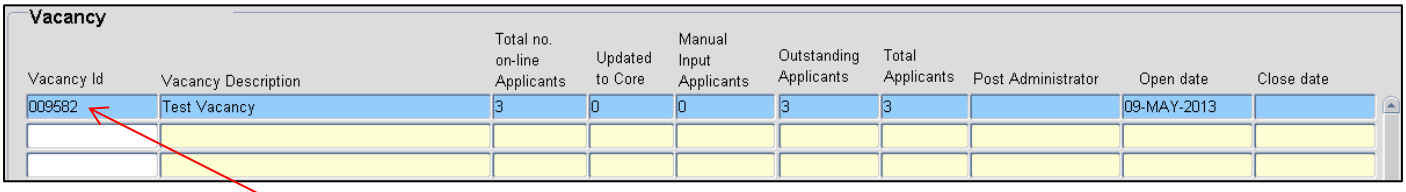
From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Submit Web Applicants

You can view all the applications within your area of responsibility. To do this, click on the **Search** button.

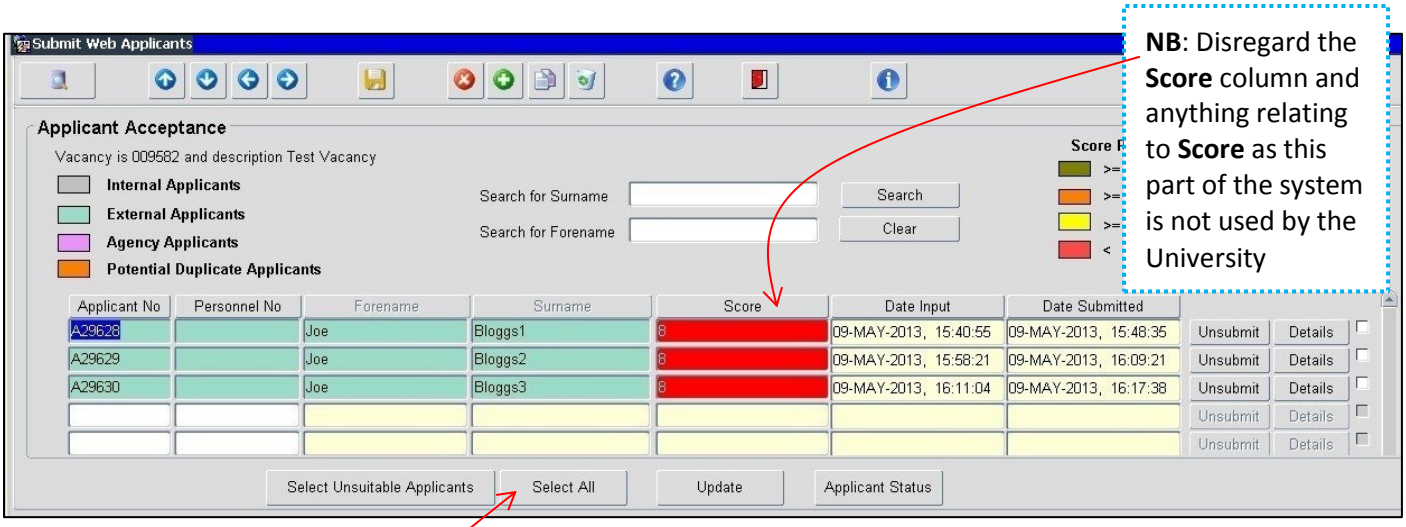


Vacancies will display in Vacancy Reference number (Vacancy ID) order, with the highest Vacancy Reference number (most recently created vacancy) at the end of the list. Use the scroll bar on right of page to move up and down list.



Double Click on **Vacancy Number** you are working on.

You will then see the **Applicant Acceptance** screen, with a list of applicants who have applied for the vacancy.

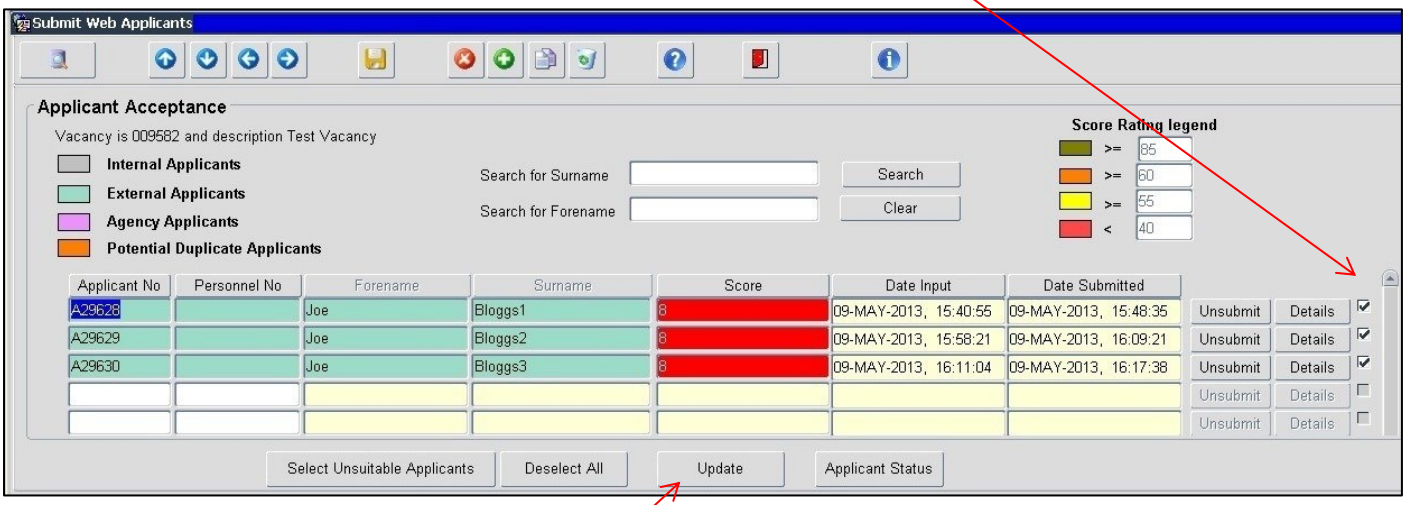


NB: Disregard the **Score** column and anything relating to **Score** as this part of the system is not used by the University

Within this screen you can submit all, or the majority of the candidate applications.

To do this, Click on the **Select All** button at the bottom of the screen.

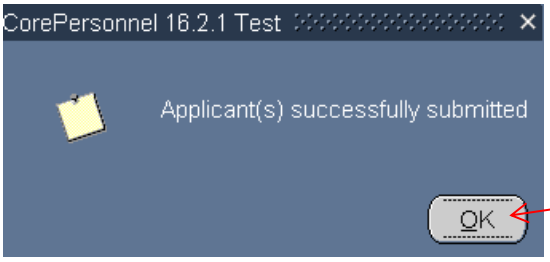
A tick will appear in the check-box to the right of each applicant's details to show that they have been selected (you can un-tick the check-box for any application that you do not wish to submit).



Click on the **Update** button at the bottom of the screen

The Applicant Status box will appear.

Click on the **Update** button.

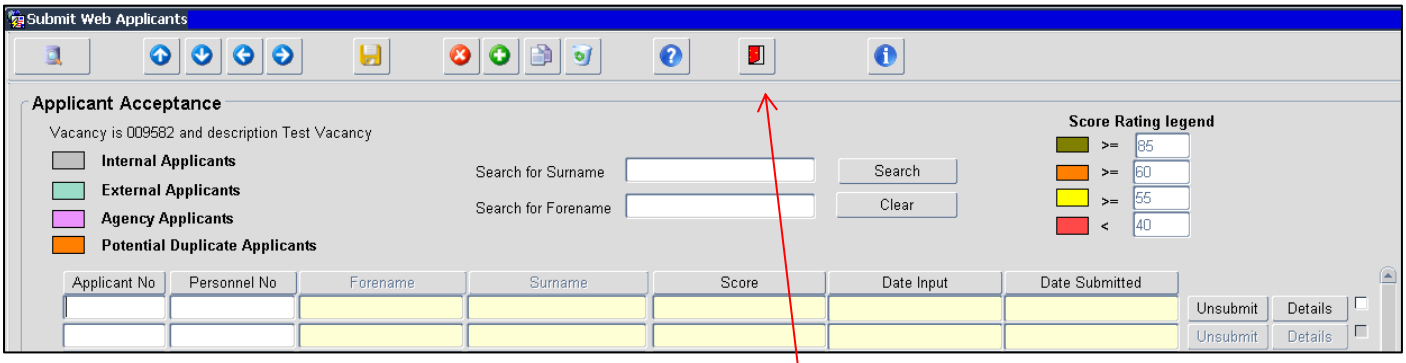


A confirmation message will appear

Click on the **OK** button.

You are then taken back to the **Applicant Acceptance** screen. You will notice that your applicants are not visible, as they have been submitted into the back office.

At this point, candidates who want to amend their application will not be able to do so via the system. Candidates can only amend an application if their application has **not** been submitted to the back office.



To leave this screen and return to the previous menu, click on the red door icon.

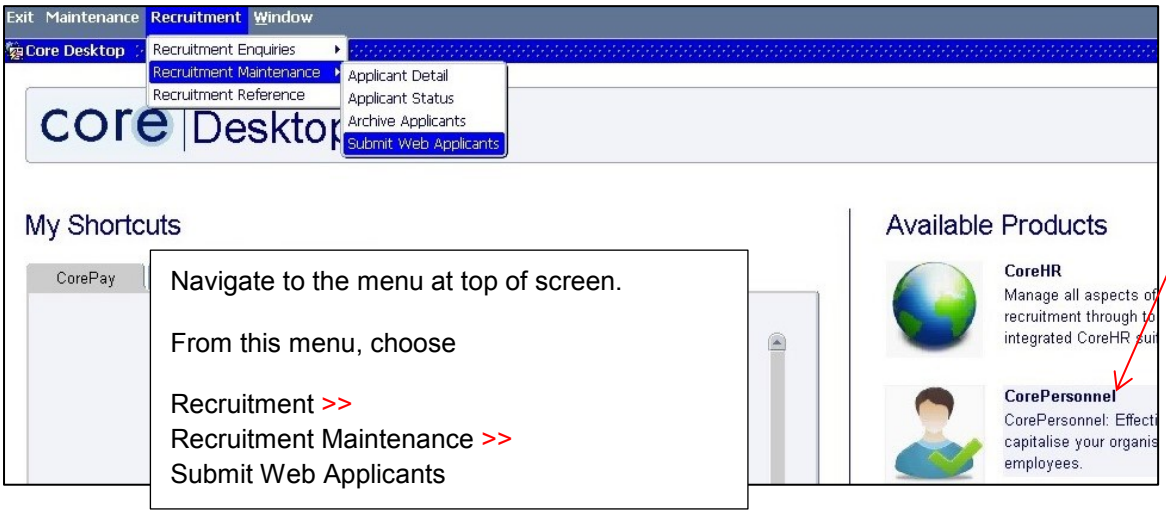
How to Un-submit an application

To Un-submit an application you need to be in the **submit web applicants** screen.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
Core e-Recruitment
CoreHR
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

From within the eRecruitment back office, click on Core Personnel

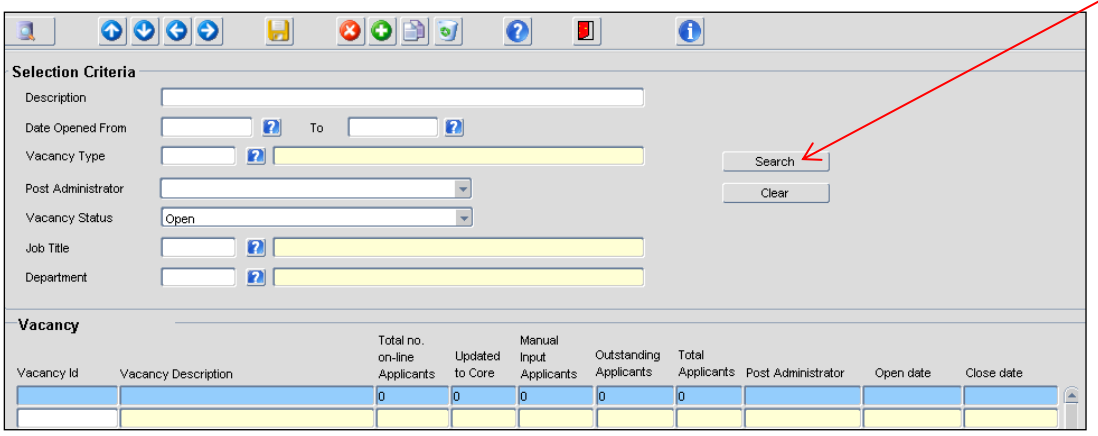


Navigate to the menu at top of screen.

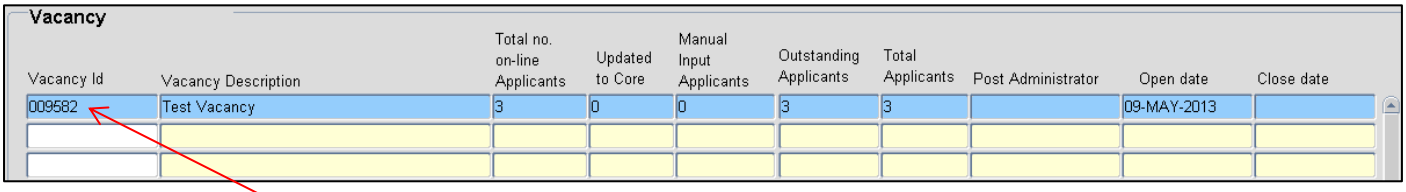
From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Submit Web Applicants

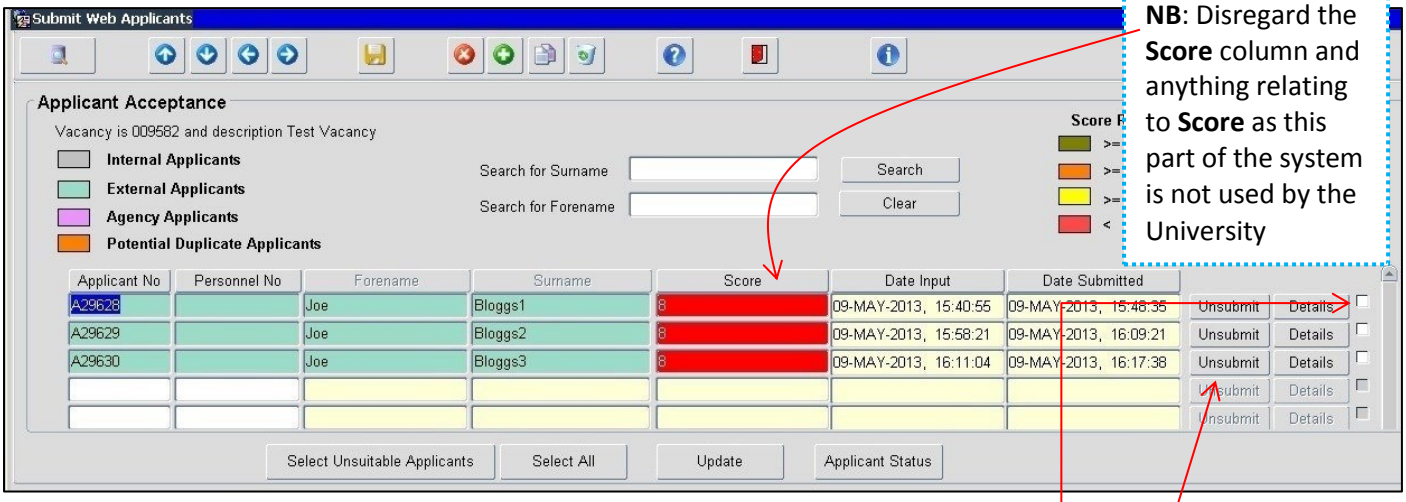
You can view all the applications within your area of responsibility. To do this, click on the **Search** button.



Vacancies will display in Vacancy Reference number (Vacancy ID) order, with the highest Vacancy Reference number (most recently created vacancy) at the end of the list. Use the scroll bar on right of page to move up and down list.



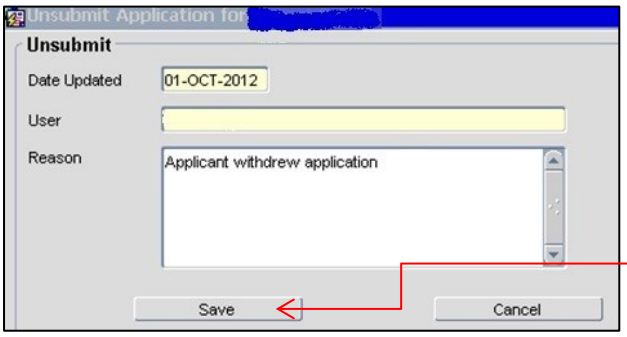
Double Click on **Vacancy Number** you are working on.
You will then see the **Applicant Acceptance** screen, with a list of applicants who have applied for the vacancy.



NB: Disregard the **Score** column and anything relating to **Score** as this part of the system is not used by the University

Click in the check-box to the right of the application that you wish to un-submit.
A tick will appear to confirm that the application has been selected.

Click on the **Unsubmit** button to the right of the application you wish to un-submit.



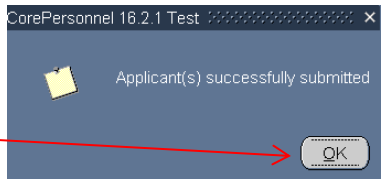
You will then see an **Unsubmit** box.

Click into the **Reason** field and type the reason for un-submitting the application.

Click on the **Save** button

A confirmation message will appear

Click on the **OK** button.



This action will return the candidates application back into their application history within the Jobs website and they can then edit / make changes, before submitting again.

How to delete an application

If you have not performed a Submit Web Applicant action, you would be able to un-submit the application. However, if the application has been submitted the application cannot be edited or added to within eRecruitment.

The applicant may request that another application be submitted. In this instance, the application would need to be deleted from the system.

NB: the applicant must be made aware all of their application content will be deleted, meaning they will need to do the whole application again in its entirety.

In summary, you need to bring up the applicants details on screen, click into their application history and then delete the application in question. You are **not** able to bring the vacancy up on the screen and delete the application.

From the Portal, click on Quick Jump, then Core HR
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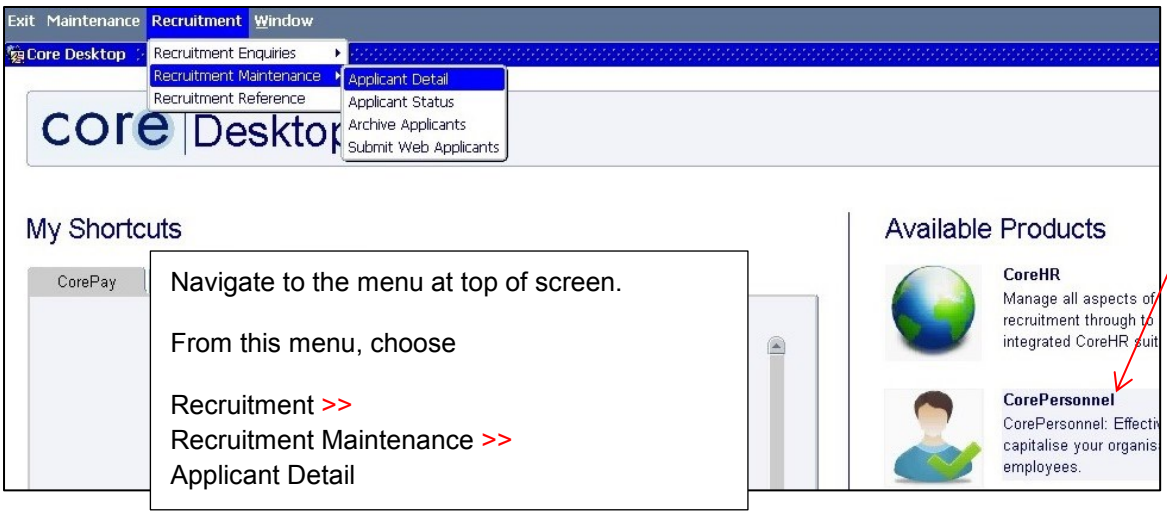
e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
Core e-Recruitment
CoreHR
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

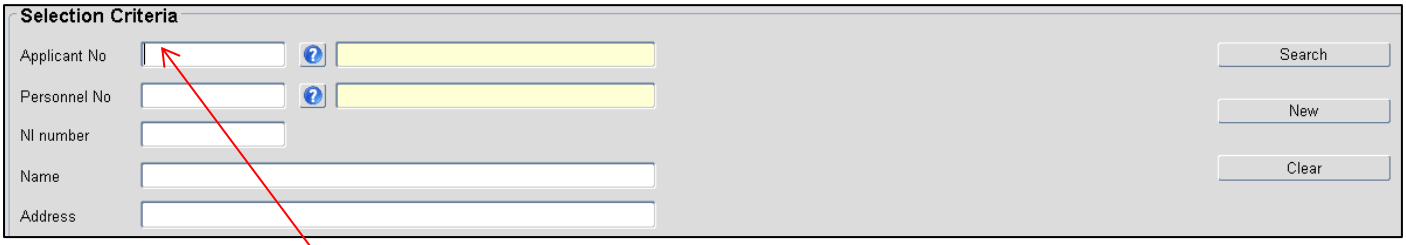
From within the eRecruitment back office, click on Core Personnel



Navigate to the menu at top of screen.

From this menu, choose

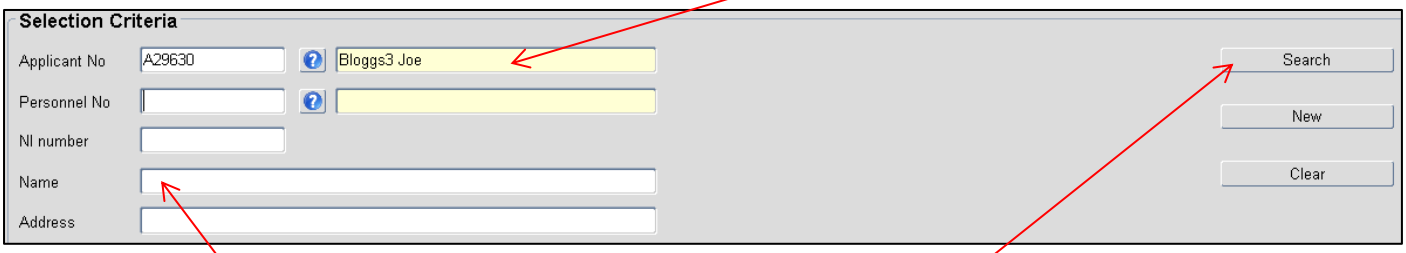
Recruitment >>
Recruitment Maintenance >>
Applicant Detail



If you know the applicant number, you can type this in the **Applicant No**. field.

You must press the Tab key on your keyboard to activate a search on the applicant number.

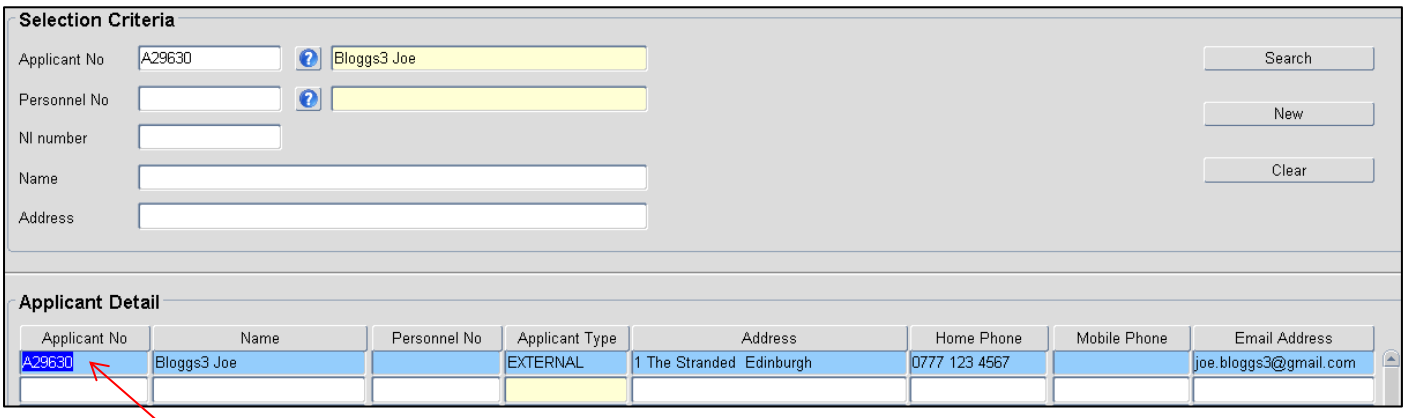
After you press the Tab key, the applicant name will populate in the yellow field next to the **Applicant No**



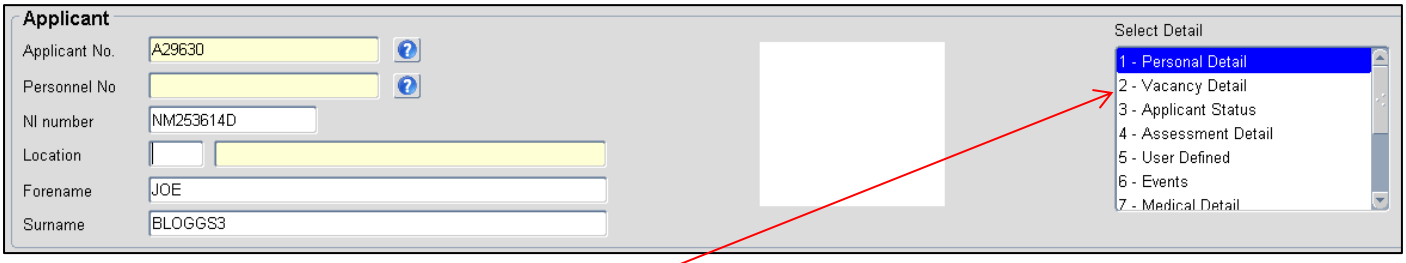
If you are not sure of the applicant number, you can enter all or part of the applicant name in the **Name** field.

You now need to click on the **Search** button, which will bring up the applicant details.

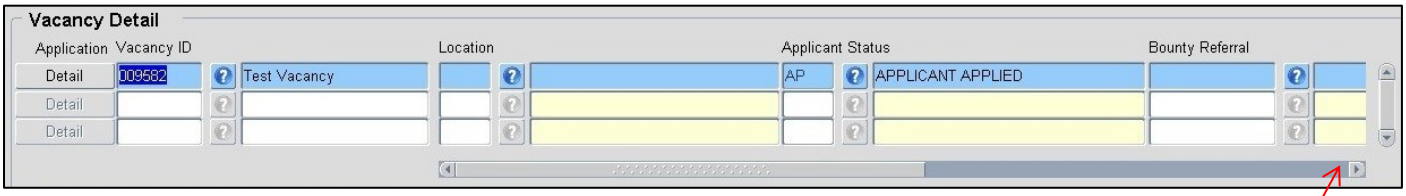
NB: If you are attempting to delete an application and cannot locate the application via the search, it is possible the application hasn't been submitted into the back office.



Double click on the **Applicant** number in the Applicant Detail section.

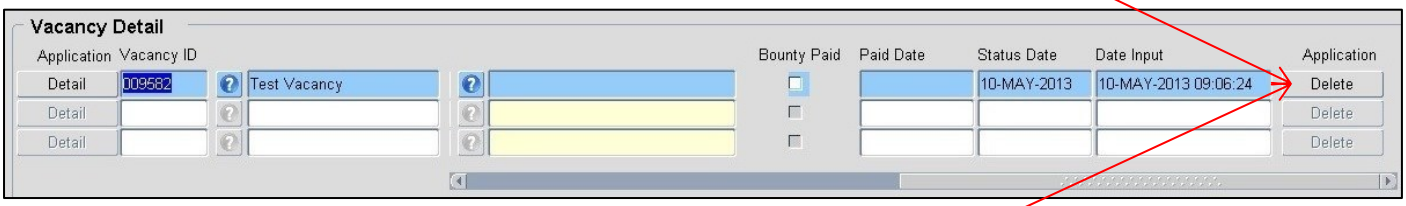


Within **Applicant** section, click on **Vacancy Detail**, which is located on the right of your screen in the **Select Detail** list



The Vacancy Detail screen will list all the vacancies which have been made by an applicant and have been submitted to back office.

The Vacancy Detail screen has a lot of columns, so you will need to scroll horizontally to the right until you see a **Delete** button.

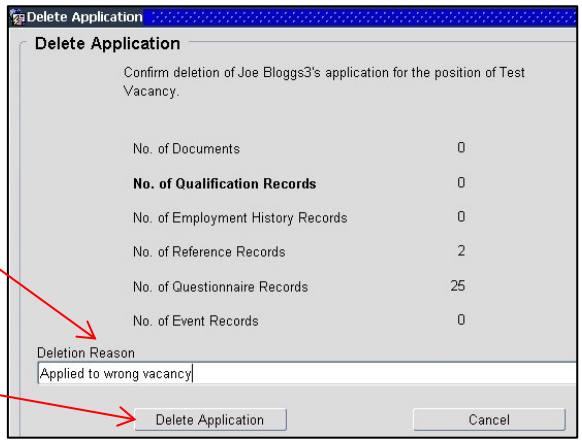


Once you have confirmed the correct application number, click on the **Delete** button.

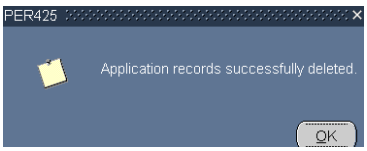
The **Delete Application** box will appear.

Type into the **Deletion Reason** field with an explanation

Then click on the **Delete Application** button.


Delete Application
Delete Application
Confirm deletion of Joe Bloggs3's application for the position of Test Vacancy.
No. of Documents 0
No. of Qualification Records 0
No. of Employment History Records 0
No. of Reference Records 2
No. of Questionnaire Records 25
No. of Event Records 0
Deletion Reason
Applied to wrong vacancy
Delete Application
Cancel

A confirmation message will appear.
Click on the OK button



How to link an applicant to a vacancy that has not been advertised

When we refer to a vacancy not being advertised in eRecruitment, we mean the vacancy will not be visible in the vacancies listing http://www.vacancies.ed.ac.uk

An example of a vacancy which has not been advertised is when you have two applicants that you want to offer a post to and your staff request only indicates one post. In this example, you would create a new vacancy and then link the second successful applicant to the new vacancy, meaning the vacancy would not be advertised.

Alternatively, you could have a vacancy that is not advertised and an applicant who has applied out-with the eRecruitment system. In this instance, you would need to create the applicant and link the applicant to the vacancy.

To locate an applicant already on the system or to create an applicant, you need to be in the Applicant Maintenance screen.

From the Portal, click on Quick Jump, then Core HR
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Online Recruitment
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Applications for internal vacancies are only available to existing members of staff.
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Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
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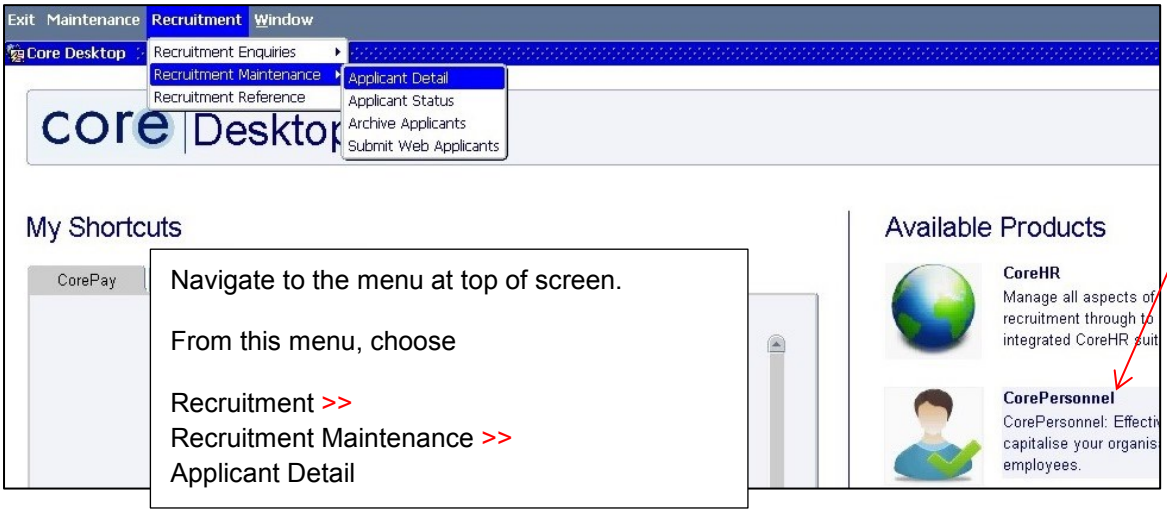
From within the eRecruitment back office, click on Core Personnel

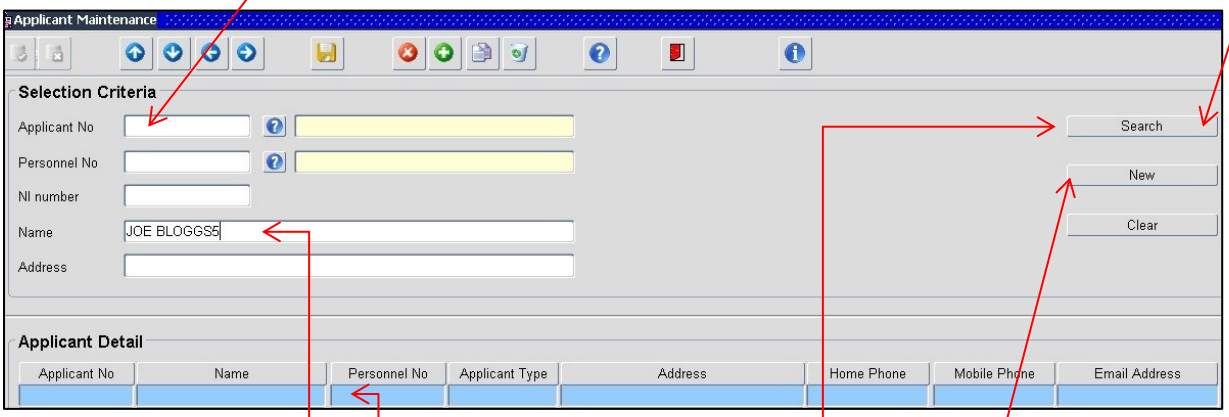


Navigate to the menu at top of screen.

From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Detail

Search for your applicant. If you know the applicant number, enter this in the **Applicant No**. field. Then press **Tab** or **Enter** key on your keyboard. Then click on the **Search** button.



If you do not know the Applicant number, type the applicant name into the **Name** field.

Then click the **Search** button.

If the applicant is in the system, the result will appear in the **Applicant Detail** section of the screen.

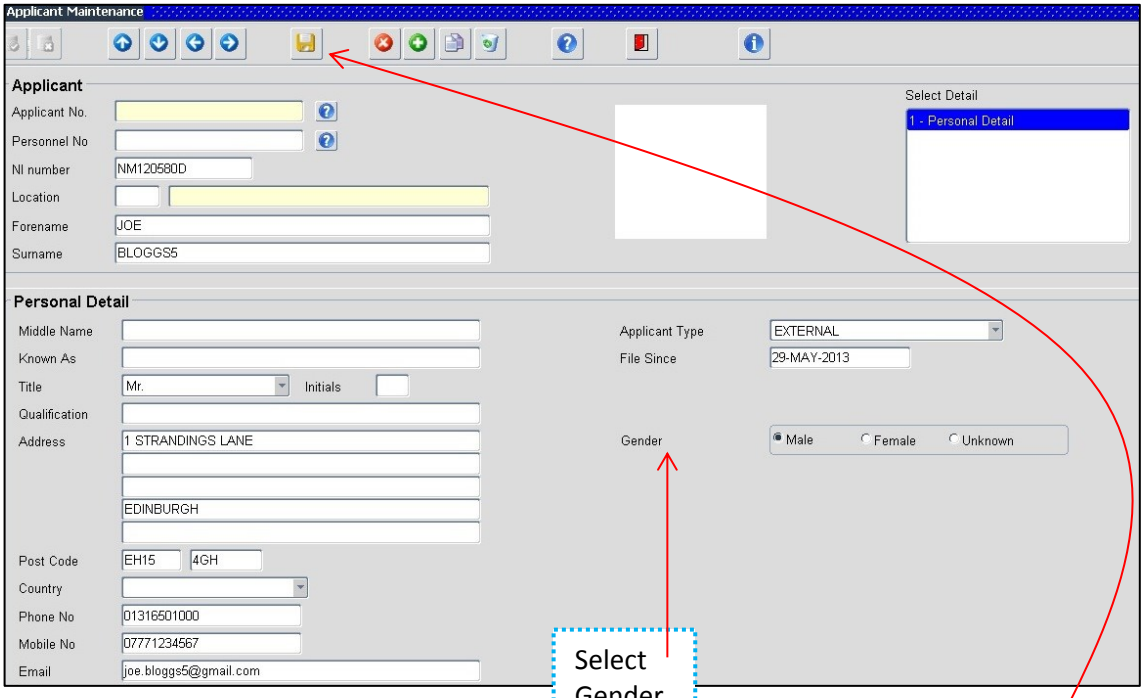
If there are no results visible after clicking the search button, then click the **New** button to create an applicant.

Enter data into the following fields:

NI number
Forename
Surname

Title

Address
Post Code
Phone No
Mobile No
Email

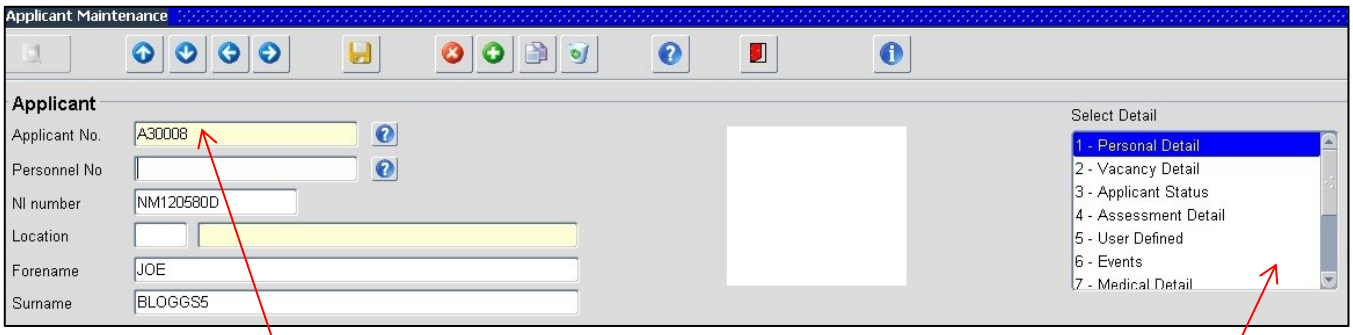


Select Gender

If an applicant does not have an NI number, enter one in the following format.
The applicant DOB is 12 May 1980. Enter like this NM120580D

Then **Save** this detail by clicking the icon. Then click OK

After you click the save button, you will see the following screen.

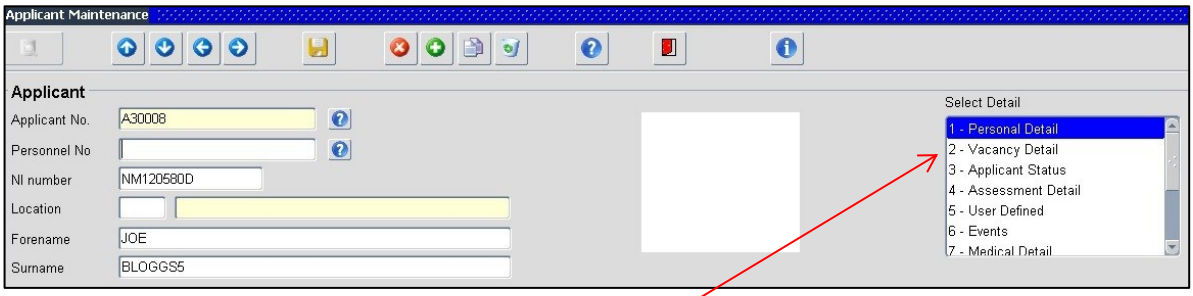


You can see an Applicant No. has been generated.

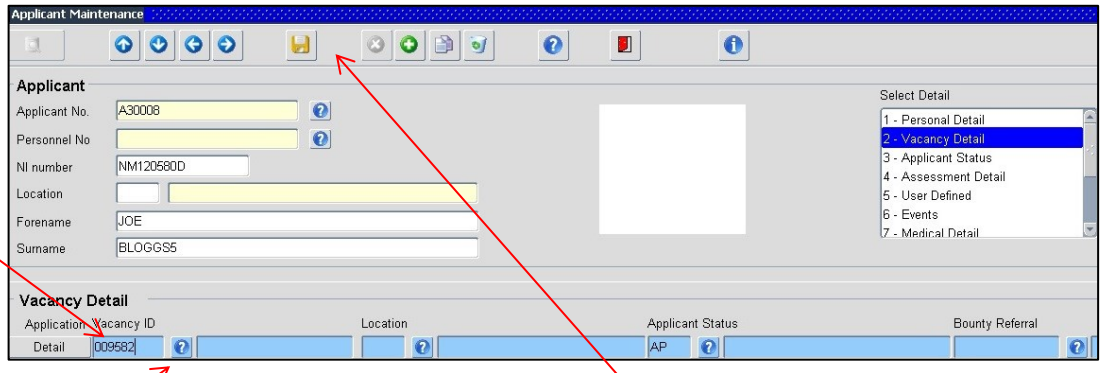
You can also see more options available in the **Select Detail** box.

The Recruiter must now contact HR Systems team via email hr.systems@ed.ac.uk or phone 0131 650 8126 and request the DOB be added to the applicant number (e.g. A12345). This should be done before you continue further.

After the Date of Birth has been added, you can link the applicant to a vacancy.

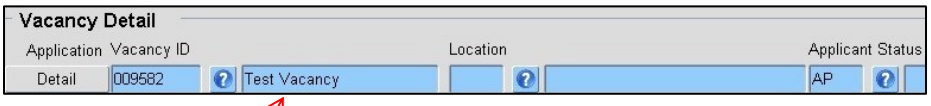


Click on **2 – Vacancy Detail**



Type your vacancy number into the **Vacancy ID** field and press the **Tab** or **Enter** key on your keyboard.

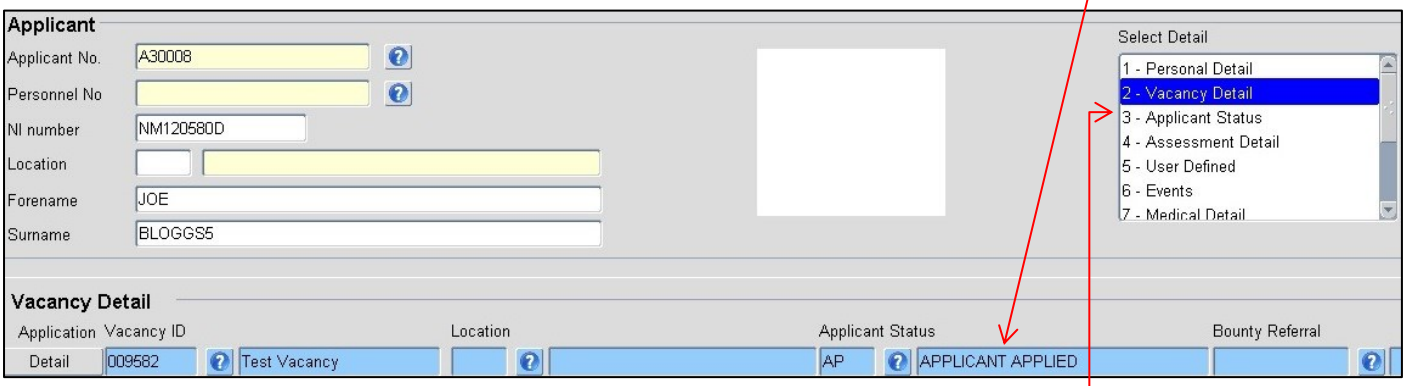
Alternatively, click the icon to choose from the list



After the **description** of your vacancy is populated, you need to **Save** this to link it to the vacancy.

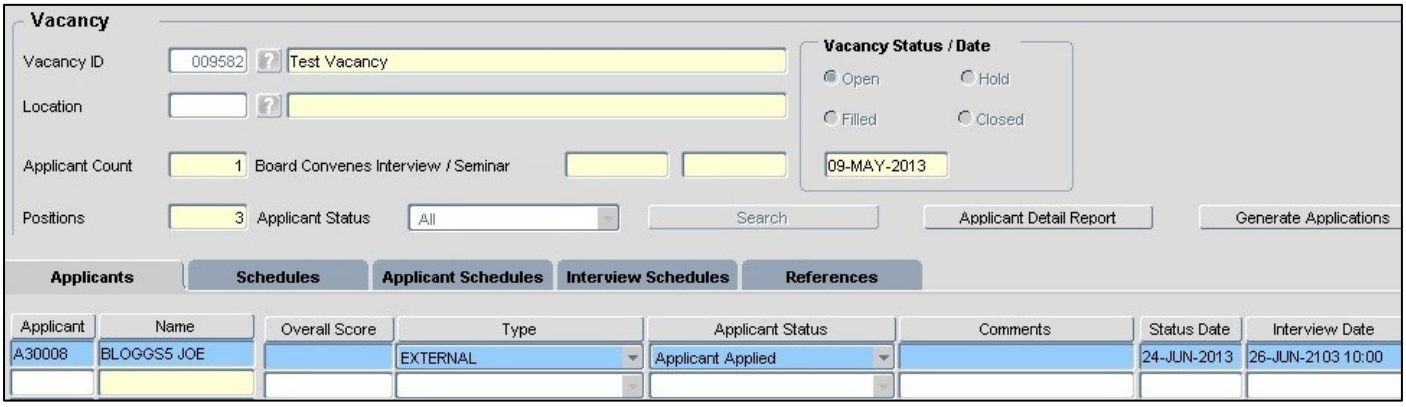
To **Save, c**lick the icon. Then click OK

After you have saved the vacancy, your screen will have an applicant status showing “APPLICANT APPLIED” this is the default status when an applicant is linked to a vacancy.



If you want to further verify that the applicant is linked to your vacancy, click on **3 – Applicant Status**

This will give you the following screen:



How to view and filter the list of applicants for your vacancy

When candidates apply to your vacancy, they need to be submitted / accepted into the back office before you can do anything with them.

After applications have been submitted / accepted into the back office, you can view the list of applicants.

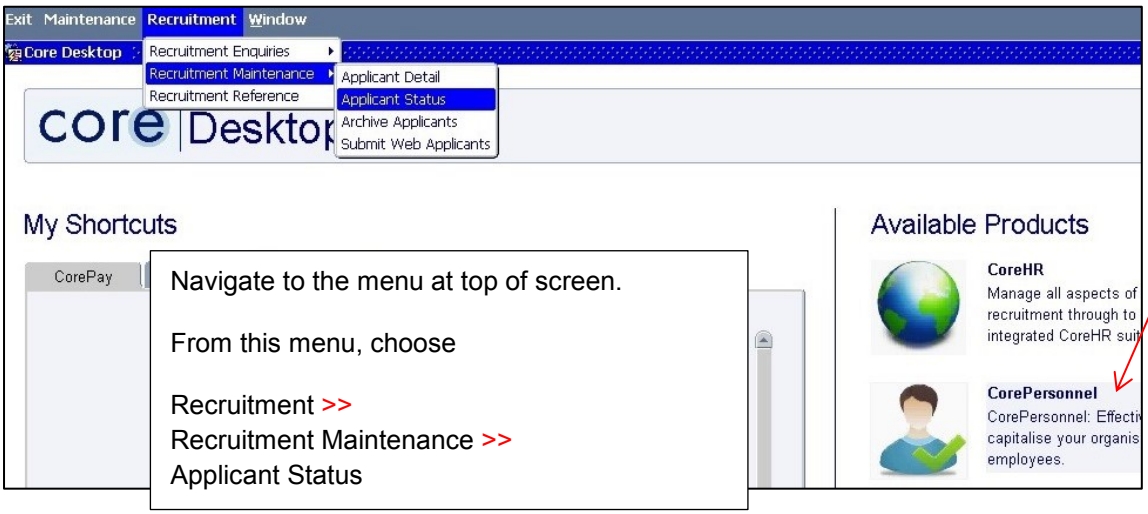
You can then click into individual applications and view more information and perform more actions.

To access your vacancy, you need to be in the **Applicant Status** screen.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Online Recruitment
Core e-Recruitment
CoreHR
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

From within the eRecruitment back office, click on Core Personnel



Navigate to the menu at top of screen.

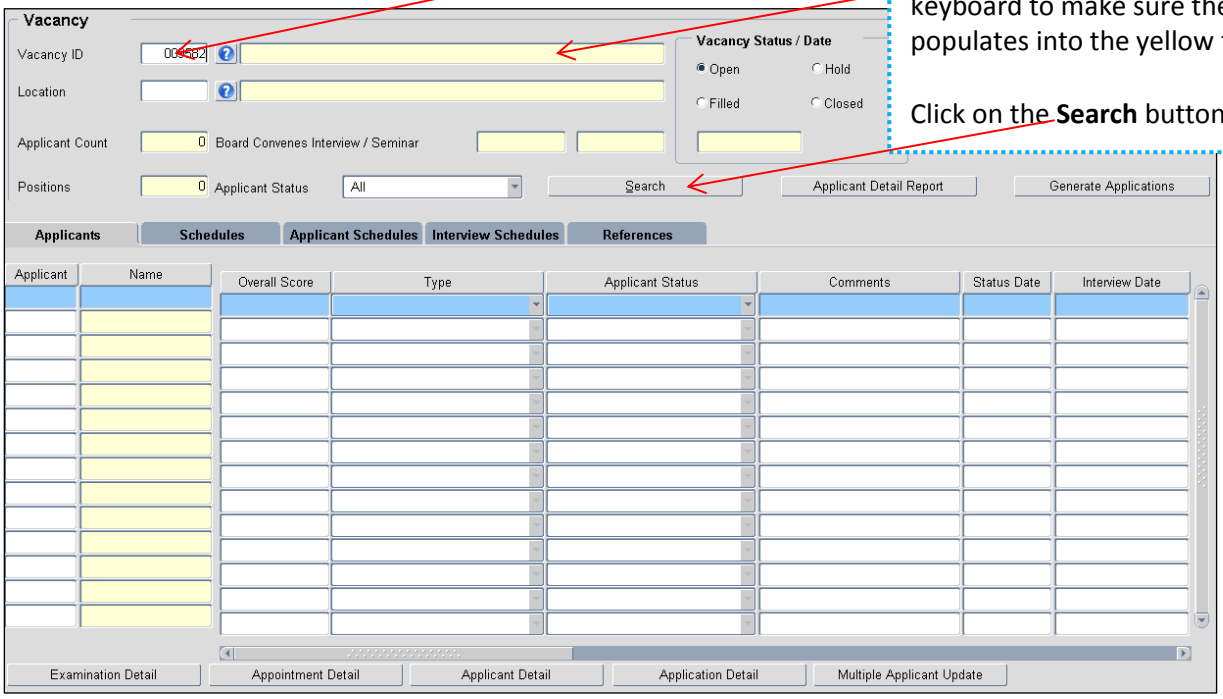
From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Status

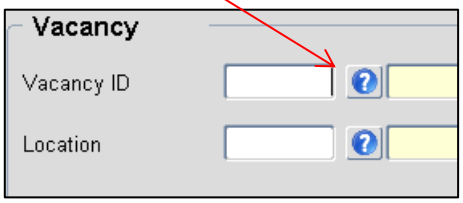
Type your Vacancy number into the **Vacancy ID** field

Press the **Tab** or **Enter** key on your keyboard to make sure the description populates into the yellow field.

Click on the **Search** button

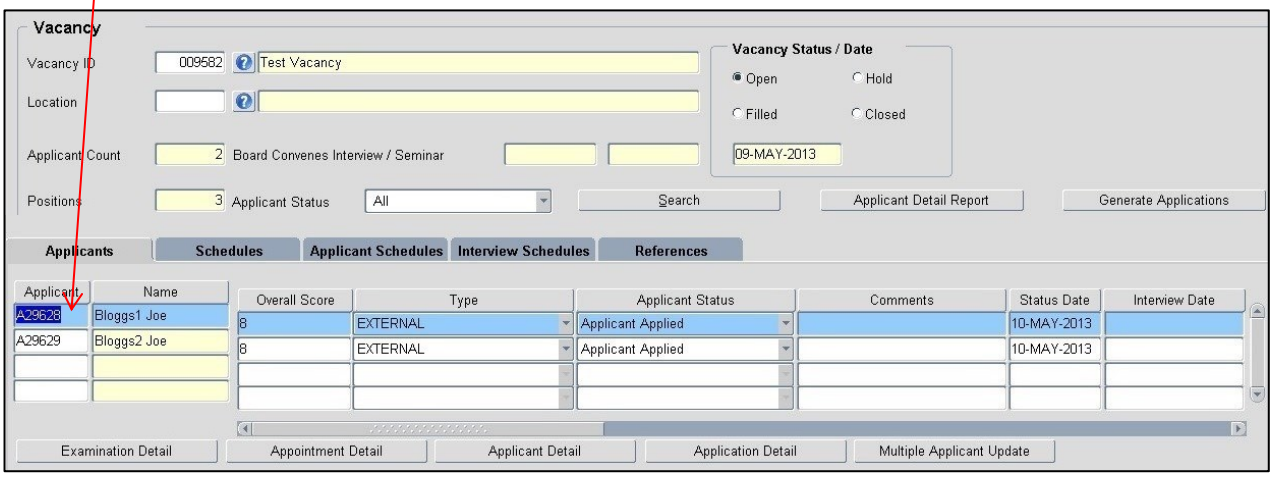


Alternatively, you can also search by the description of your vacancy, by clicking on the button.

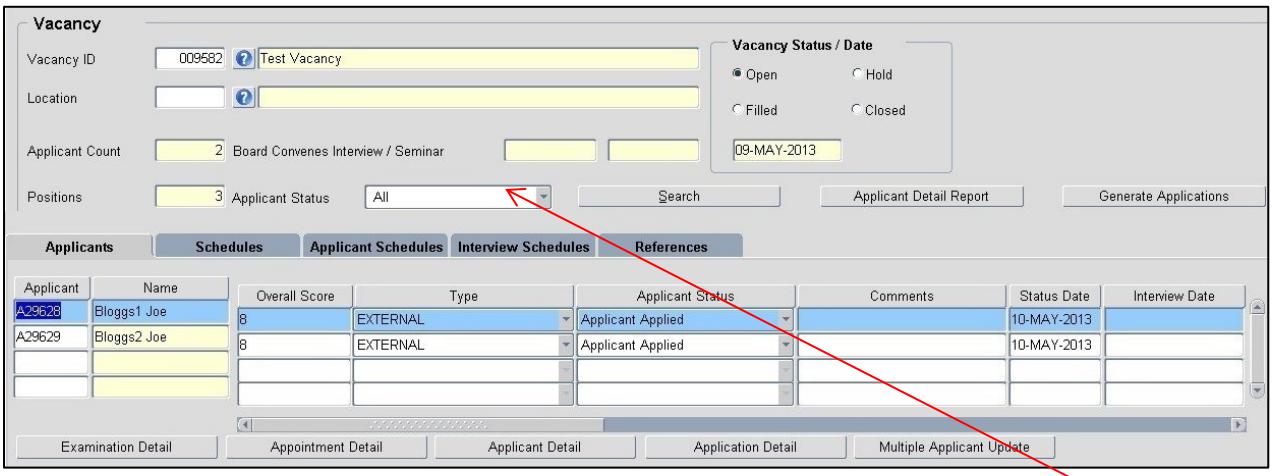


After clicking the Search button, your vacancy will return a list of applicants which have been submitted to back office.

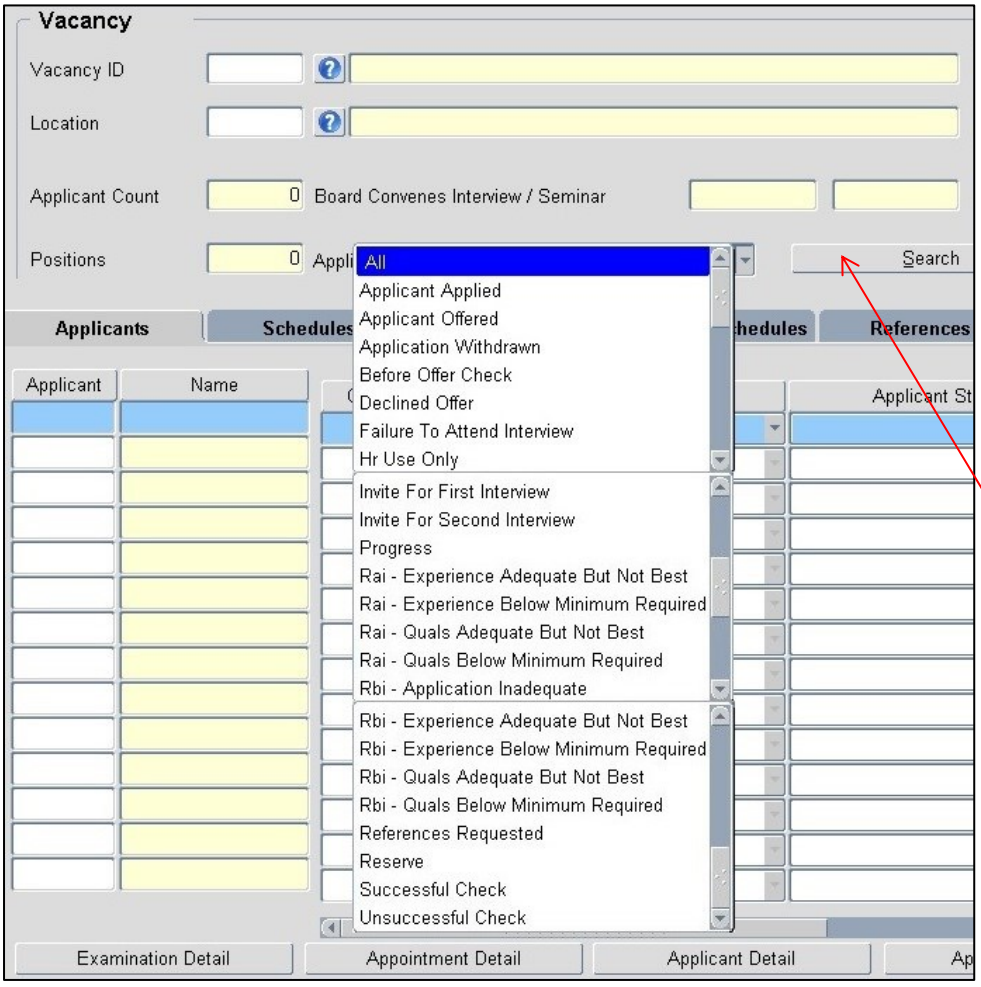
To open an applicant, you need to double-click into the field which shows the **Applicant** number.



Filtering applicants within a vacancy can be useful in order to view only applicants with a specific status, or when sending emails to applicants with a particular status.



Your applicants are listed in full. To change this via a filter, click the **Applicant Status** drop down list.



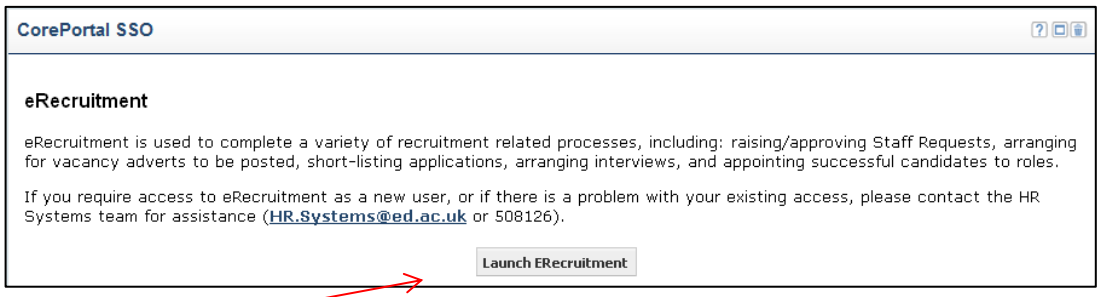
All the available filter options are listed.

Scroll down the page to allow you to choose.

Once you have selected one, you need to click on the **Search** button to activate the filter.

How to add or remove an interview or shortlisting panel member to a vacancy

Once the vacancy is live and showing in the vacancies listing (http://www.vacancies.ed.ac.uk), it is good practice to add the interview/ shortlisting panel into the vacancy.


CorePortal SSO
eRecruitment
eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.
If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).
Launch ERecruitment

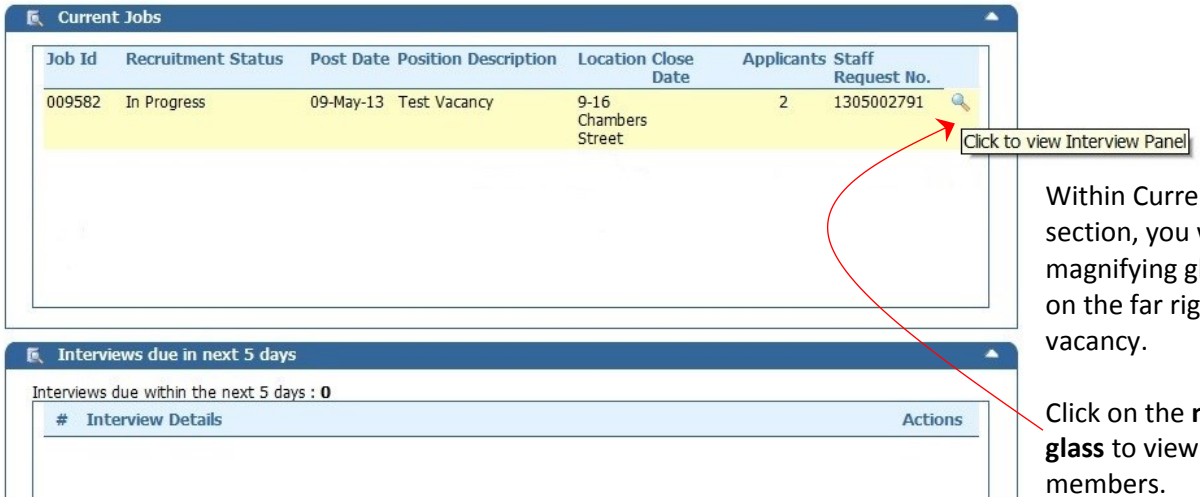
Click the **Launch ERecruitment** button to open the software (from within myEd).

Before a staff member or non-staff member can be picked as an interviewer in the eRecruitment system, the individual needs to be added to the interview panel member list. If the Interviewer has not been added to the list, they will not be able to see the **My Vacancies** link in the portal.

home | quick jump | preferences | logout
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
My Vacancies
My Vacancies
To view vacancies that you are on the interview panel please select the link above.

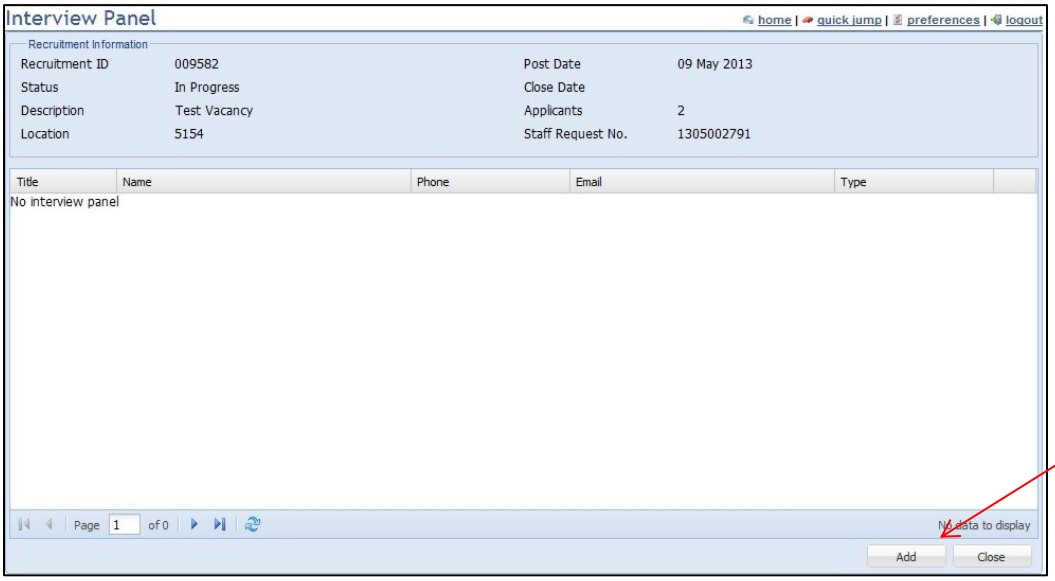
If the Interviewer cannot see the **My Vacancies** link, they should contact the Recruiter and request to be added to the Interview Panel members list within eRecruitment. Alternatively, contact the HR Systems team by email hr.systems@ed.ac.uk or phone 0131 650 8126.

Click the **My Vacancies** link and you will see the following screen

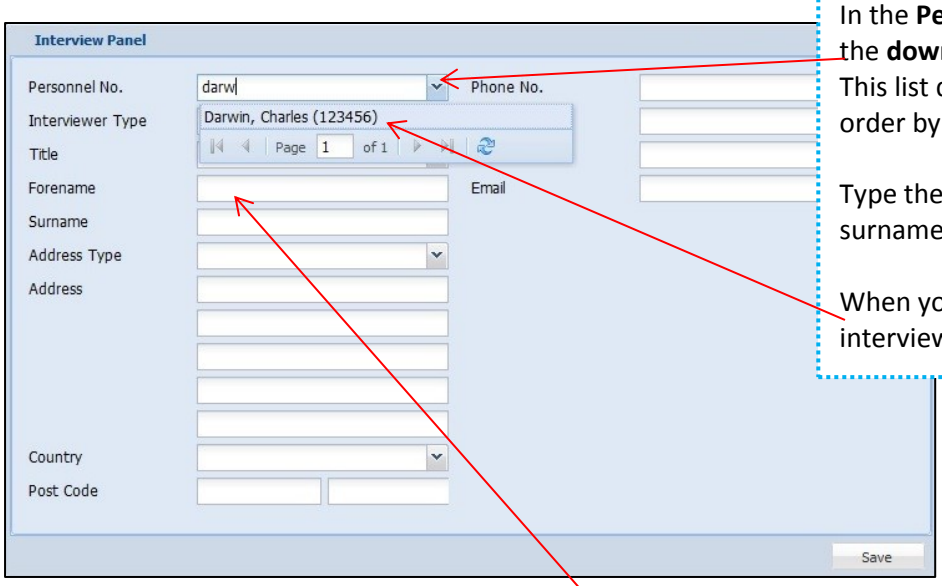


Within Current Jobs section, you will see a magnifying glass icon on the far right of each vacancy.

Click on the **magnifying glass** to view panel members.



Click on the **Add** button

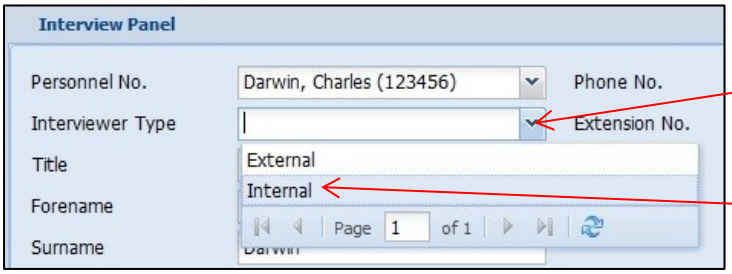


In the **Personnel No.** field, click on the **down arrow** to open the list. This list displays in alphabetical order by surname.

Type the first 3 or 4 letters of the surname.

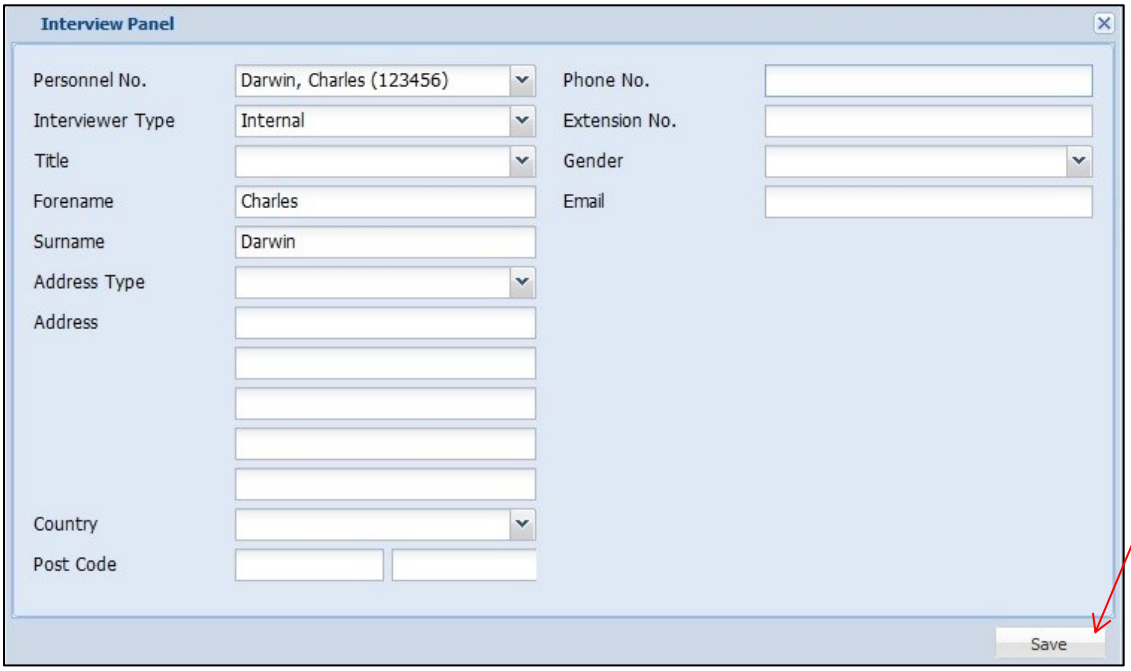
When you can see your interviewer, click on the full name

After you have chosen the interviewer, the **Forename** and **Surname** will automatically populate into the relevant fields.



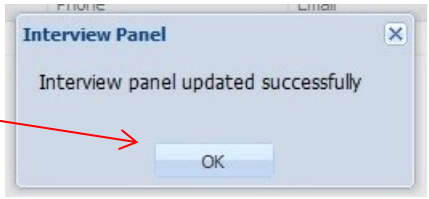
In the **Interviewer Type** field, click on the **down arrow** to open the list. This allows you to choose if they are staff or non-staff.

Click on the type



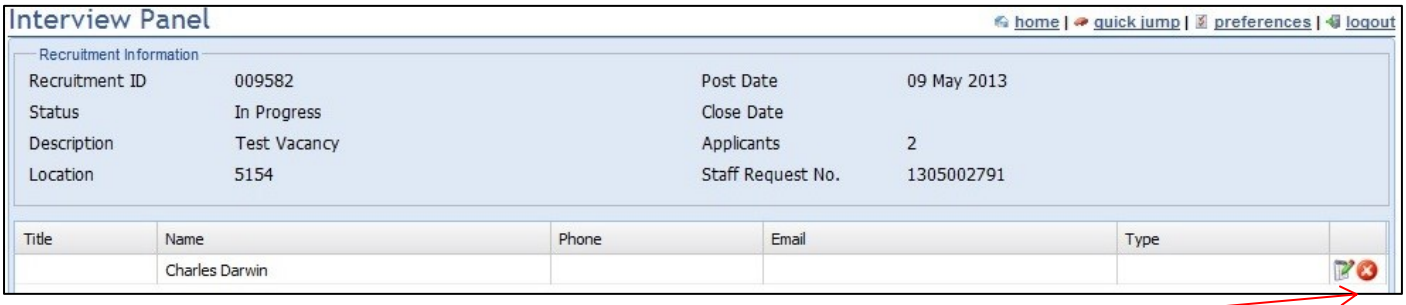
Now click the **Save** button.

Then click the **OK** button.



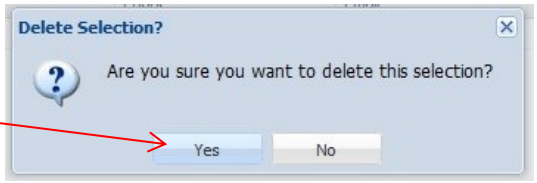
When adding a panel member, if you are unable to find the person you are looking for on the list, send an email request to hr.systems@ed.ac.uk or phone 0131 650 8126 - requesting your panel member be added to the interview panel member list.

After you have added a panel member to your vacancy, a confirmation screen will indicate this.

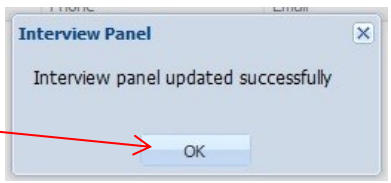


If you want to remove a person from this list, you need to click on the icon on the far right of the interviewer name.

Click the **Yes** button.



Then click the **OK** button.



How to set up an interview schedule

Once the vacancy is live and showing in the vacancies listing (http://www.vacancies.ed.ac.uk), it is good practice to set up the interview schedule.

Applicants need to be assigned to the interview schedule so that the panel members can view applications electronically. Once assigned to the schedule, applicants who are invited to interview have the ability to choose from a pre-determined list of interview dates and times, which is set out by the Recruiter.

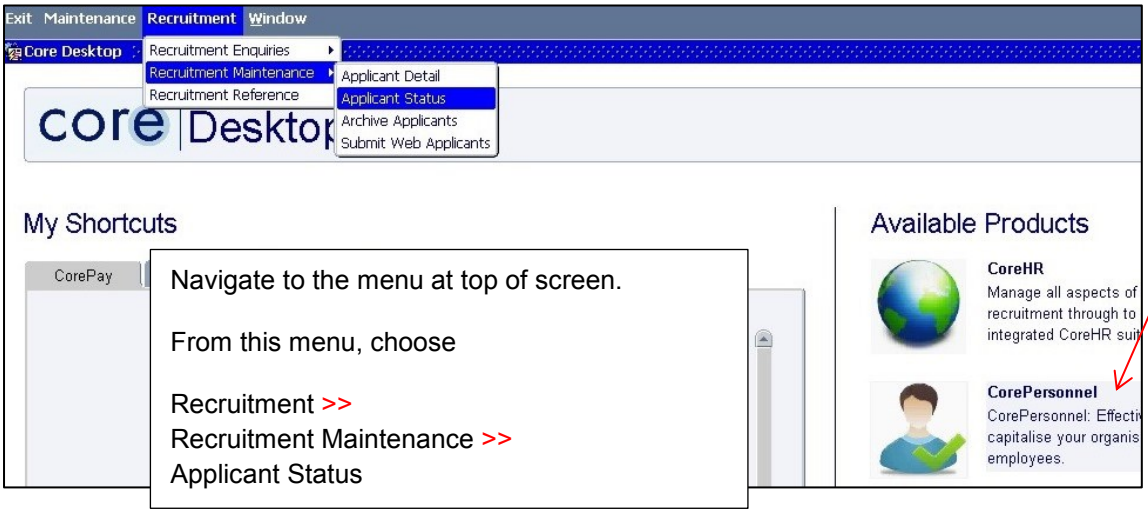
Interview panel members need to be assigned to the interview schedule so the panel member can view applications and times of interviews. Prior to adding panel members to the interview schedule, they need to be added as an interview panel member for the vacancy.

To access your vacancy, you need to be in the **Applicant Status** screen, within Back office.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
Core e-Recruitment
CoreHR
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

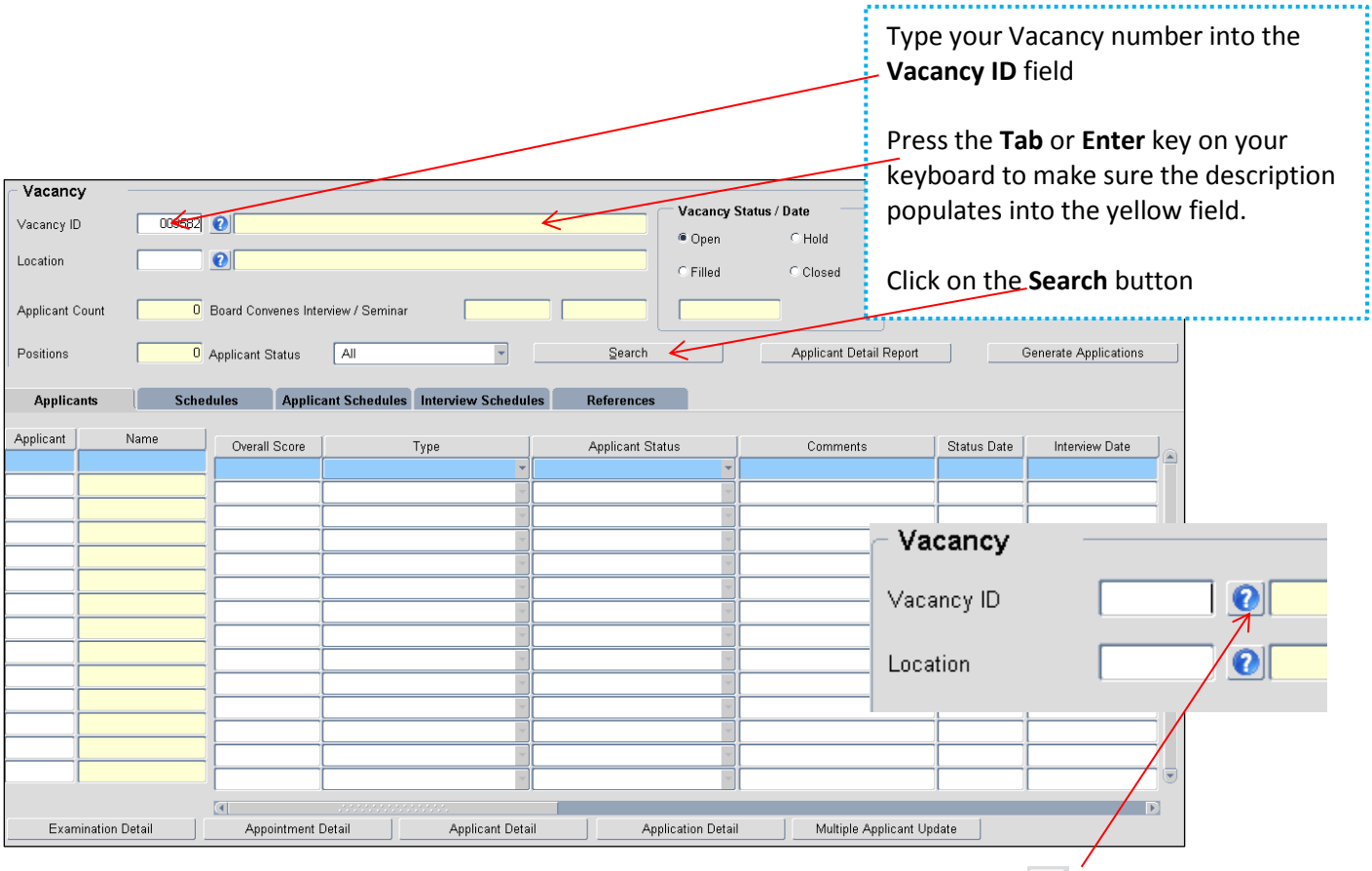
From within the eRecruitment back office, click on Core Personnel



Navigate to the menu at top of screen.

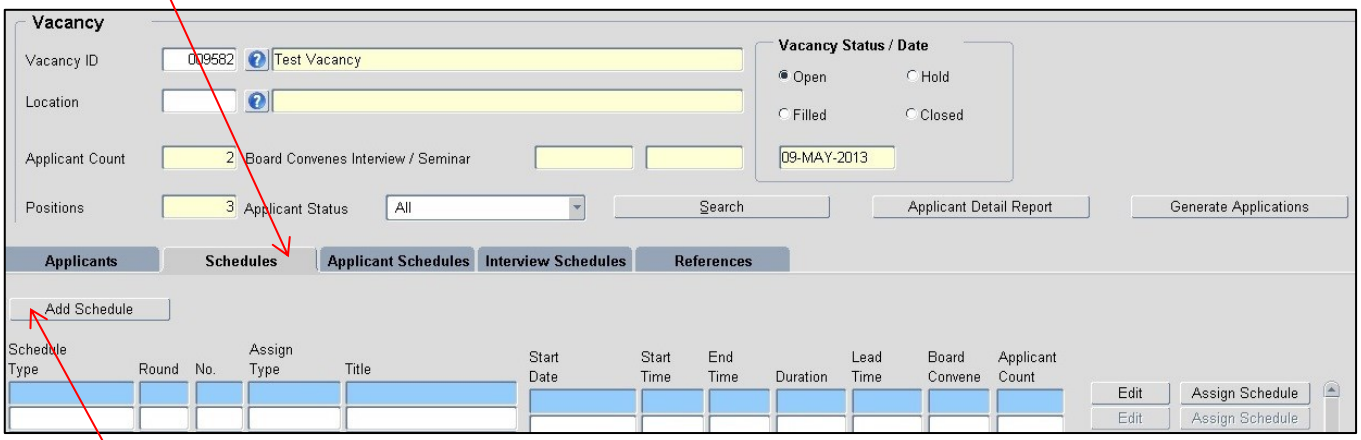
From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Status

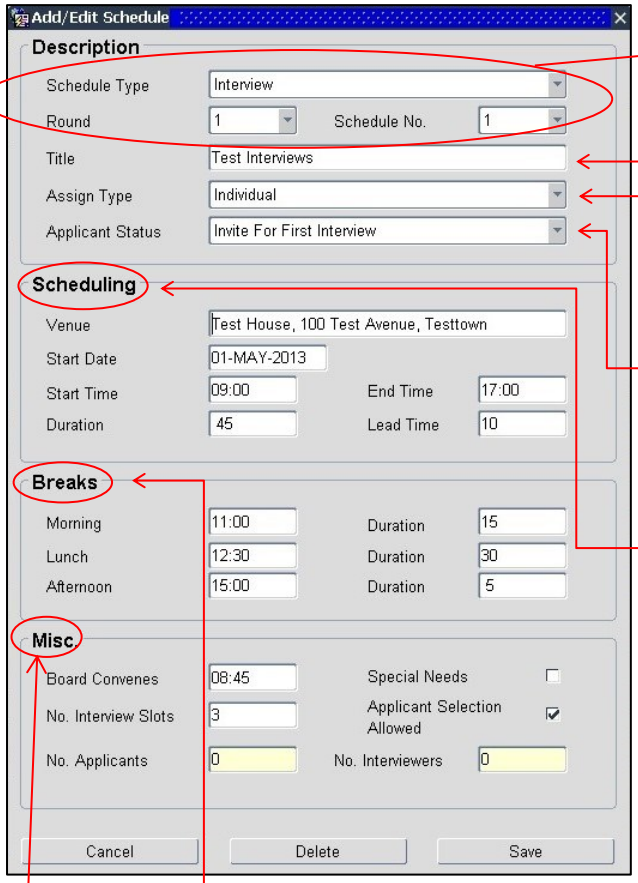


Alternatively, you can also search by the description of your vacancy, by clicking on the button.

Click on the **Schedules** tab



Click the **Add Schedule** button



Description Section

The, **Schedule Type**, **Round** and **Schedule No**. fields will be pre-populated. You do not need to do anything with these fields.

Title

Title of the interviews, tests etc. (Typically includes the title of the role)

Assign Type

Whether the interviews are group or individual

Applicant Status

Whether you are inviting people for first interview, second interview etc.

Scheduling Section – complete all fields

Venue: Where the interview will take place

Start Date: If only on one day, enter the date the interviews will take place

Start Time: This is the time that the first interview will start

End time: The time that the final interview will end

Duration: The duration of each in interview, in minutes

Lead time: The period of time between each interview, in minutes

Breaks Section

Morning: The time that the morning break will start

Lunch: The time that the lunch break will start

Afternoon: The time that the afternoon break will start

Duration: The duration of these breaks, in minutes

Misc Section

Board Convenes – The time at which the interview panel will meet

No. Interview Slots – The number of interview slots that are required

NB: The system will automatically make the interviews roll over to the next working day if there are too many slots for the date specified, taking into account breaks specified etc.

Applicant Selection Allowed – Applicants have the ability to select an interview slot themselves. Click this box if want to use this functionality.

NB: If you select this option, enter a number greater than the number of applicants being invited to interview in the No. Interview Slots field

Special Needs - You do not need to do anything with this.

Once you have completed the details, click Save (at the bottom right-hand side of the screen) and then OK.

How to assign interview panel members to an interview schedule

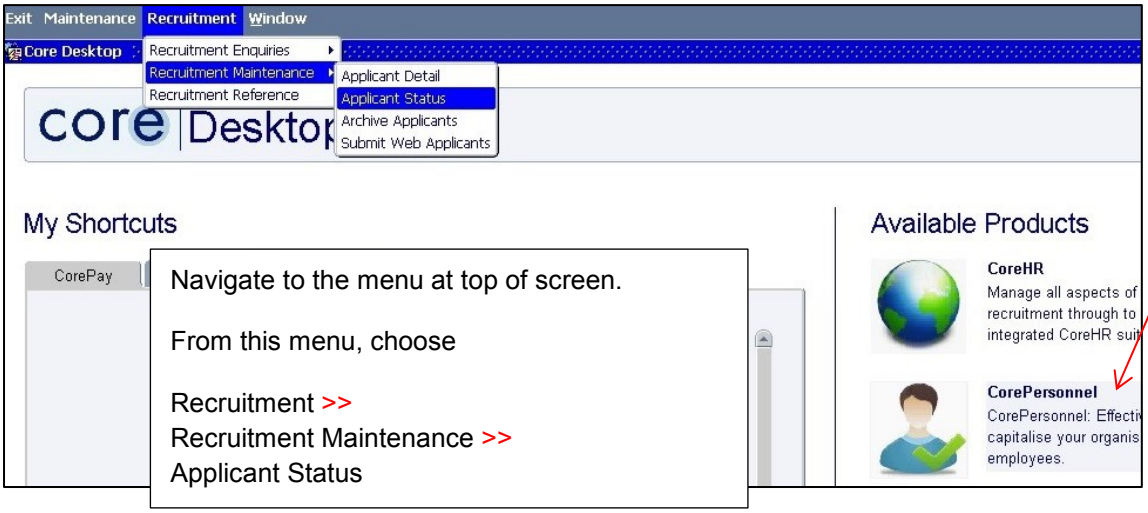
In order to do this, you will need to have created an interview schedule.

To access your vacancy, you need to be in the **Applicant Status** screen, within Back office.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
Core e-Recruitment
CoreHR

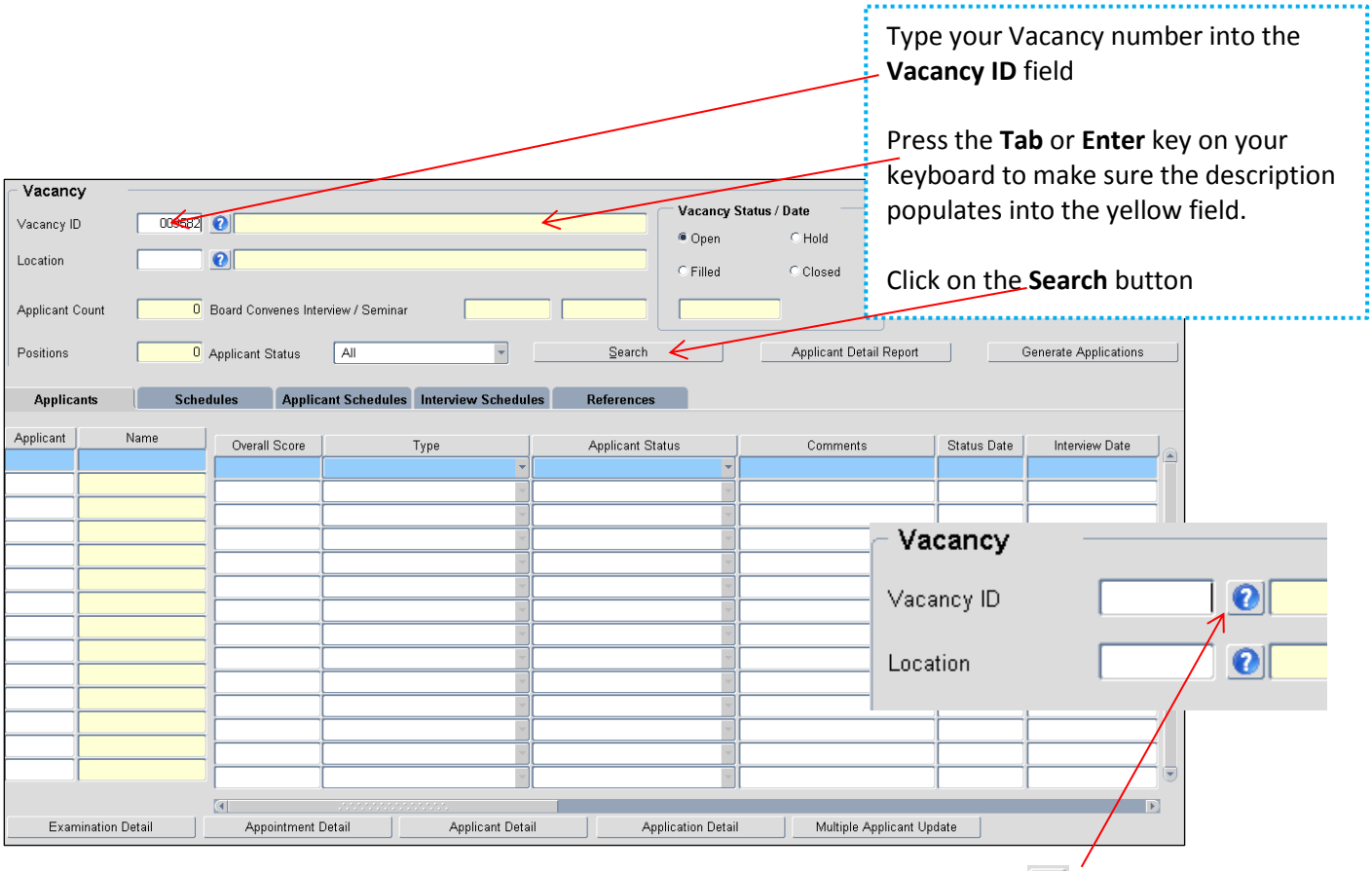
From within the eRecruitment back office, click on Core Personnel



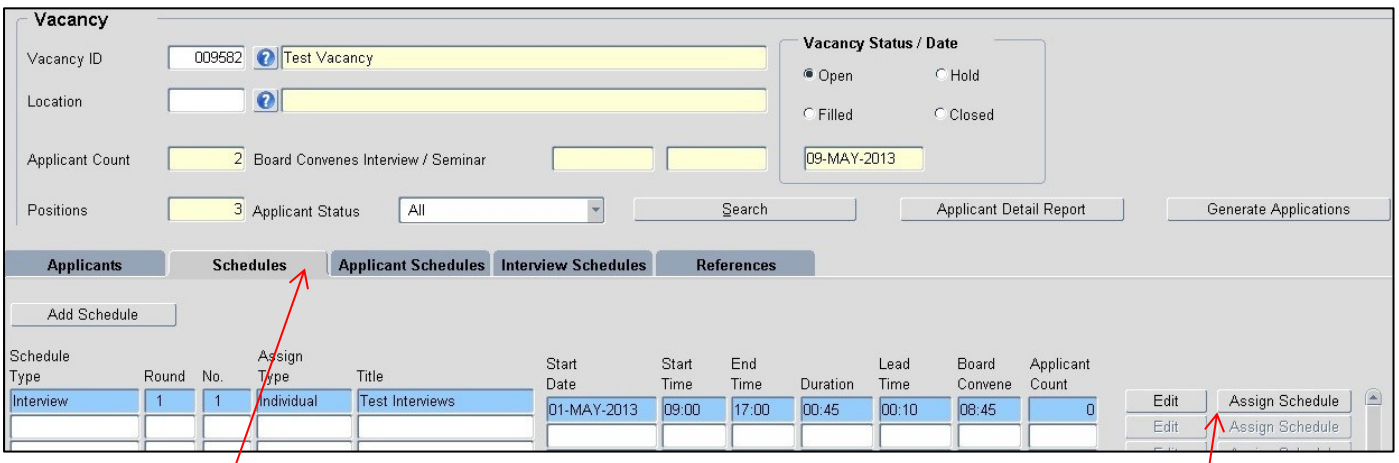
Navigate to the menu at top of screen.

From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Status

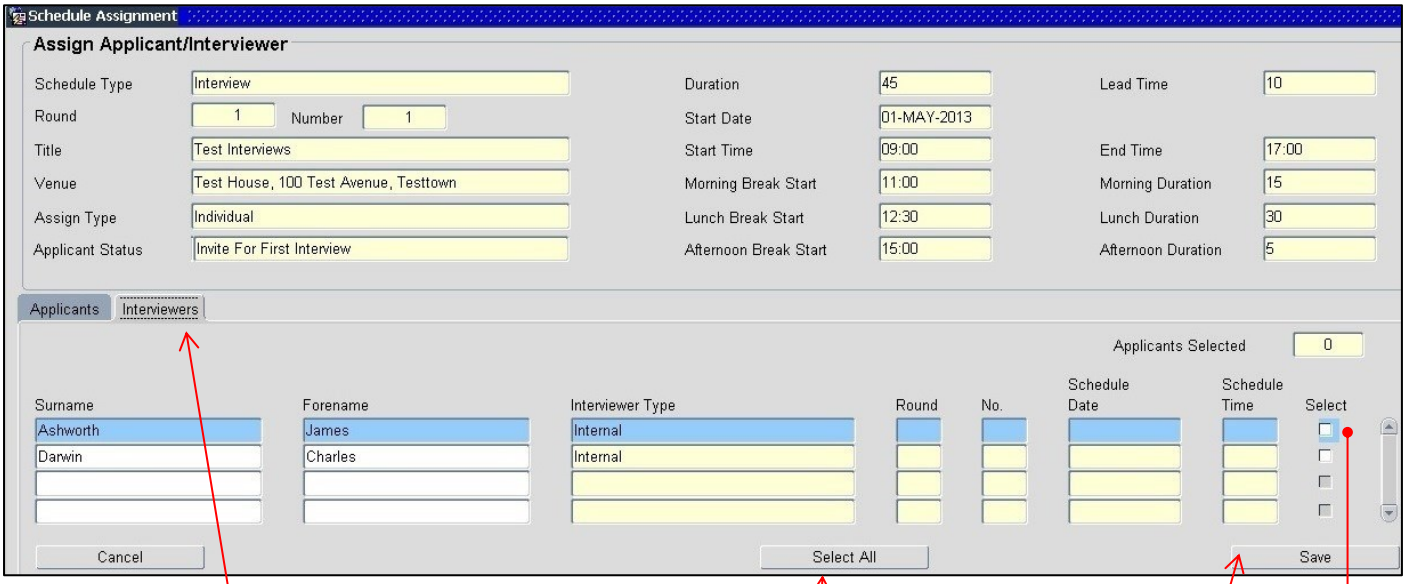


Alternatively, you can also search by the description of your vacancy, by clicking on the button.



Click on **Schedules** tab

Click on the **Assign Schedule** button



Click on **Interviewers** tab

You should now be able to see your interviewers. If you cannot see any names, it is possible you haven't added the interview panel member to your vacancy.

Even though your interviewers are now visible, you have to actually select the ones you want to be assigned to the interview schedule.

To select everyone, click on the **Select All** button.

Then click **Save**
Then click **OK**

Alternatively, you can click in the **Select** box to the right of each individual. Once selected, a **tick** will appear in the box. Then click **Save.** Then click **OK**

If a panel member has already been assigned to another schedule at the time you are trying to assign them to your schedule, the system will inform you so there is no risk of the interviewer being double booked.

NB: The Recruiter will need to notify the interview panel member of all the details relating to interview, including location, breaks and the time that the panel is expected to convene.

When the interview panel member is aware of their involvement, they can view the details.
The interviewer clicks on **Launch ERecruitment** button within myEd and then clicks on **My Vacancies**, then clicks on the **Vacancy** number in the Job Id column.

How to assign applicants to an interview schedule

In the first instance, it is good practice to have:

- accepted applications into the back office – submit web applicants
- formed an opinion on which applicants will be shortlisted for interview
- updated applicant status to invite for first interview or invite to second interview
- created an interview schedule

To access your vacancy, you need to be in the **Applicant Status** screen, within Back office.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
Core e-Recruitment
CoreHR
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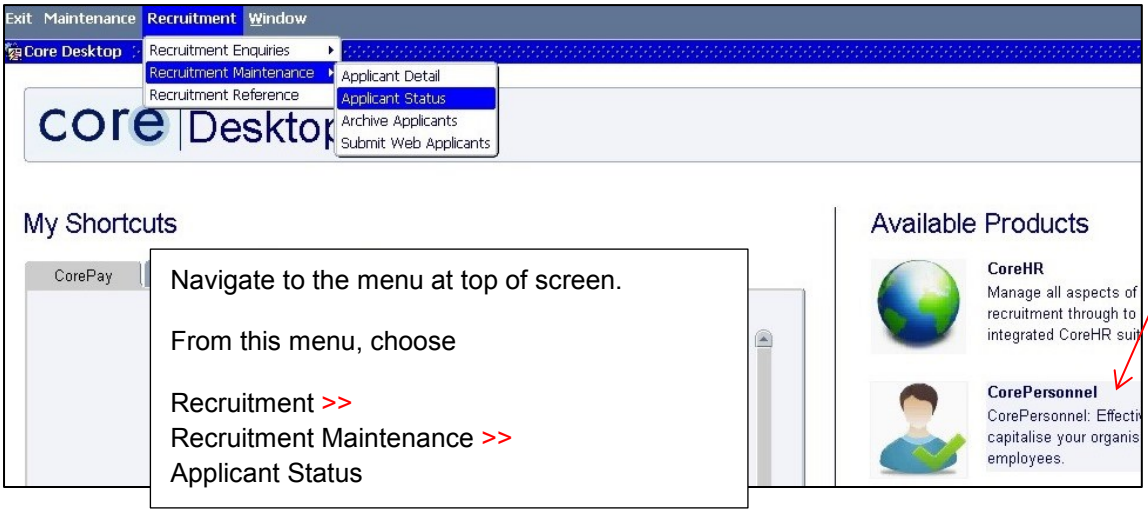
To view all vacancies and previous applications please select the Online Recruitment link above.

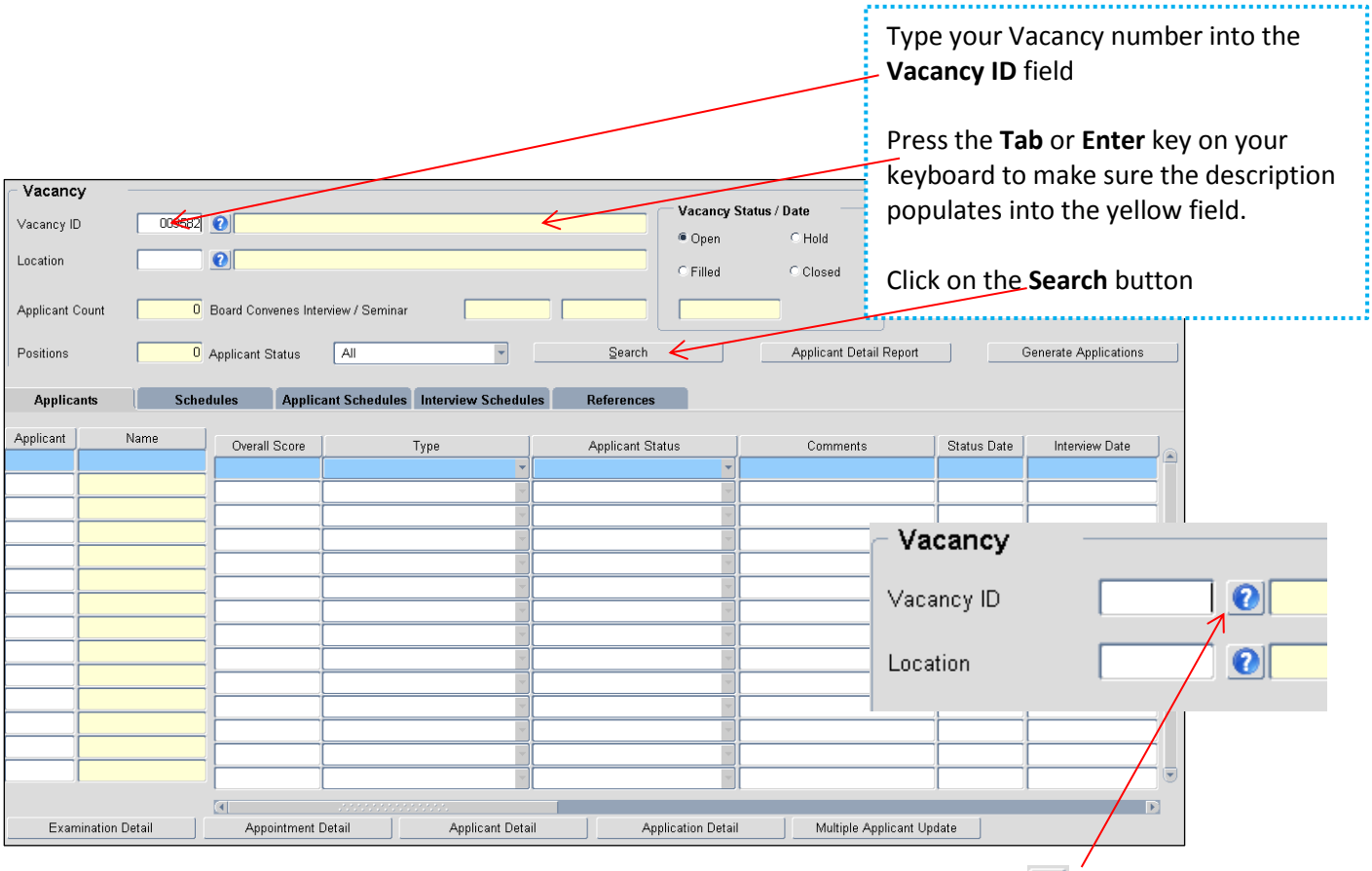
From within the eRecruitment back office, click on Core Personnel



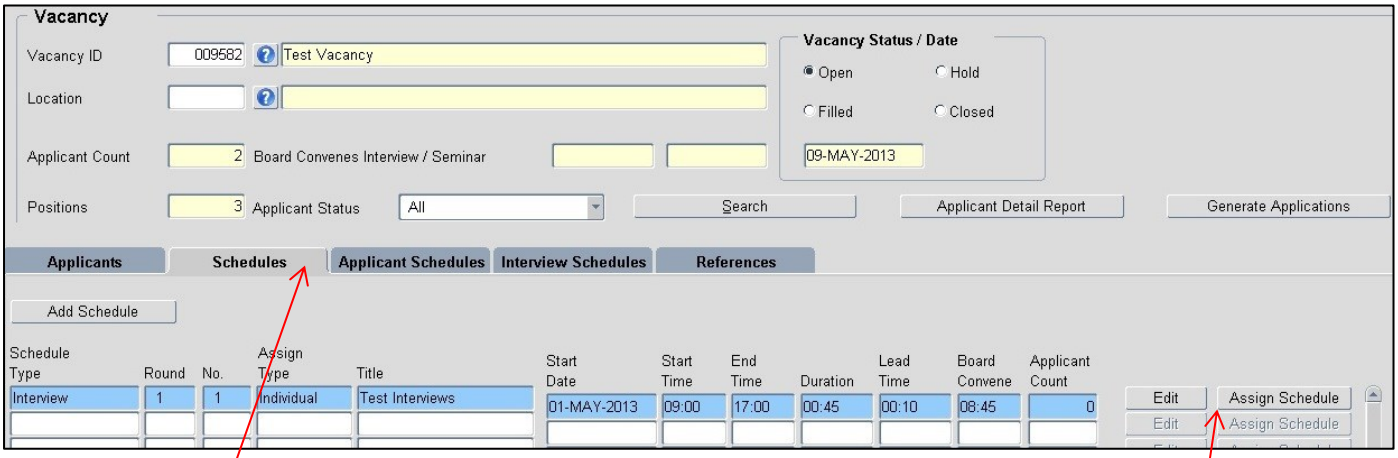
Navigate to the menu at top of screen.

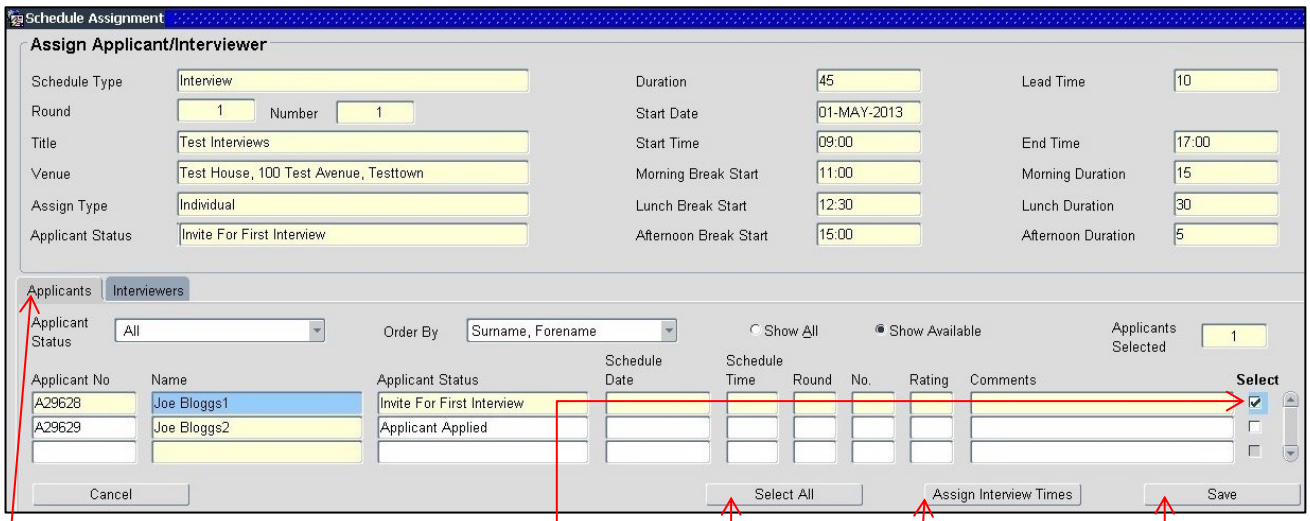
From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Status



Alternatively, you can also search by the description of your vacancy, by clicking on the button.





Click on **Applicants** tab

For applicants that you want to assign to the interview schedule, click into the **Select** box on the far right column.

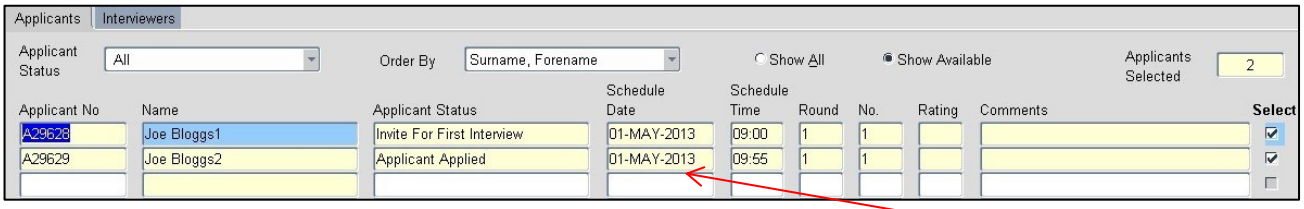
You will notice after you click in the box, a tick will be visible.

Alternatively, you can click the **Select All** button and then un-tick the ones that are not being assigned to the interview schedule.

When you have ticks against all the applicants you want to assign to the interview schedule, click the **Assign Interview Times** button.

Then click **Save**
Then click **OK**

To come out of this screen, click on the **Cancel** button.



After you click the **Save** button, your applicants are assigned to the schedule and you can see the dates and times they are scheduled for. On a cautionary note, the system will allow this to happen irrespective of the applicant status (as per above illustration). Therefore, please be sure to check the correct applicants are ticked.

How to edit an interview schedule

Before an interview schedule can be edited, interview/shortlisting panel members and applicants who have previously been assigned to the schedule need to be unassigned temporarily.

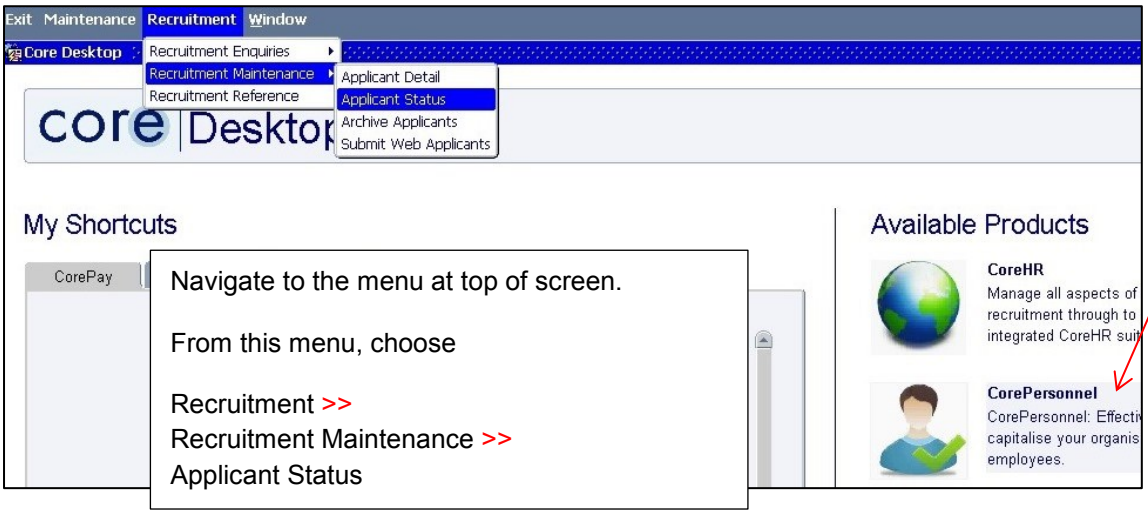
After you have edited the interview schedule and saved the changes, you need to assign your interview/shortlisting panel members and applicants to the interview schedule.

To access your vacancy, you need to be in the **Applicant Status** screen, within Back office.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
Core e-Recruitment
CoreHR

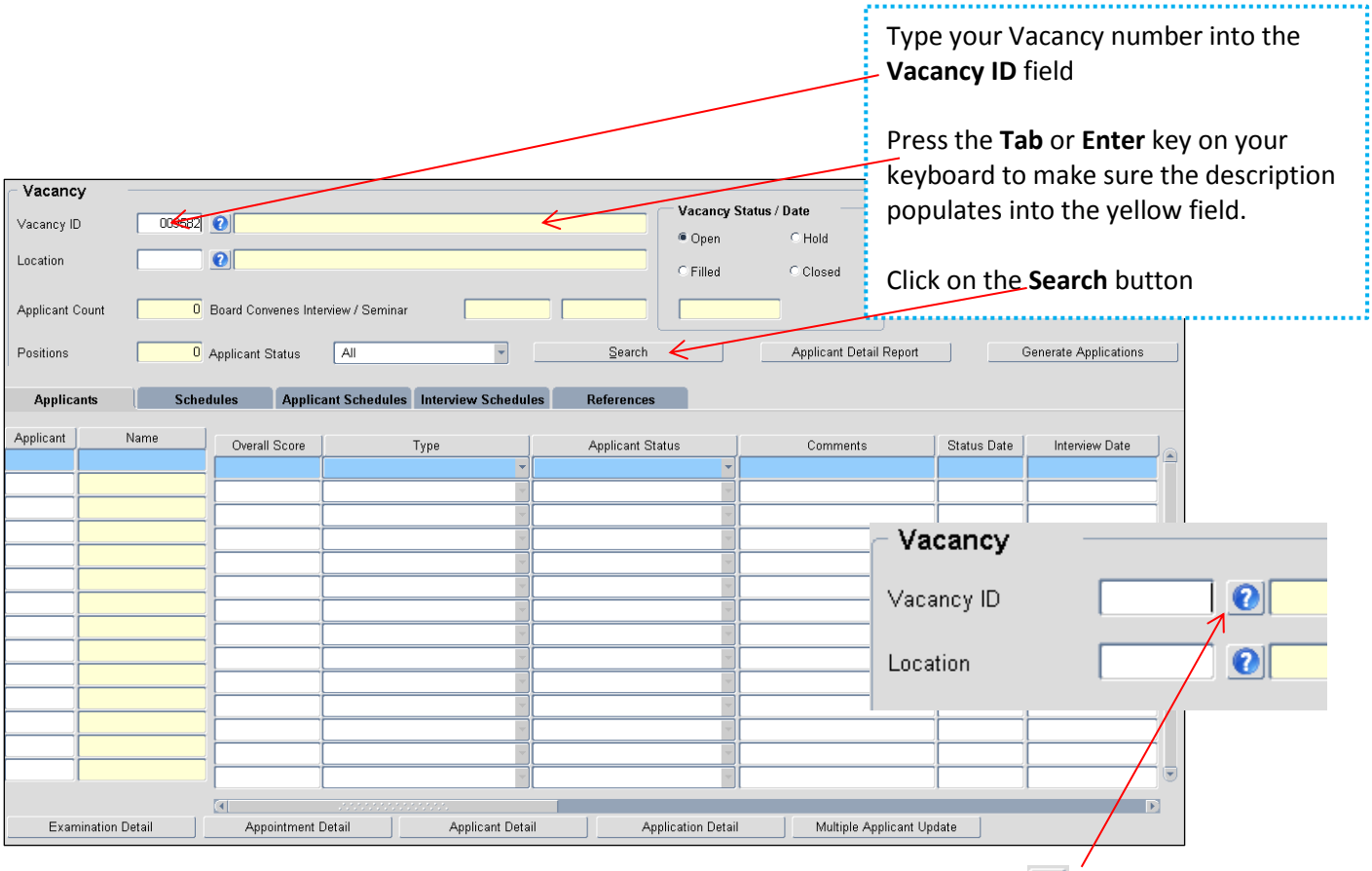
From within the eRecruitment back office, click on Core Personnel



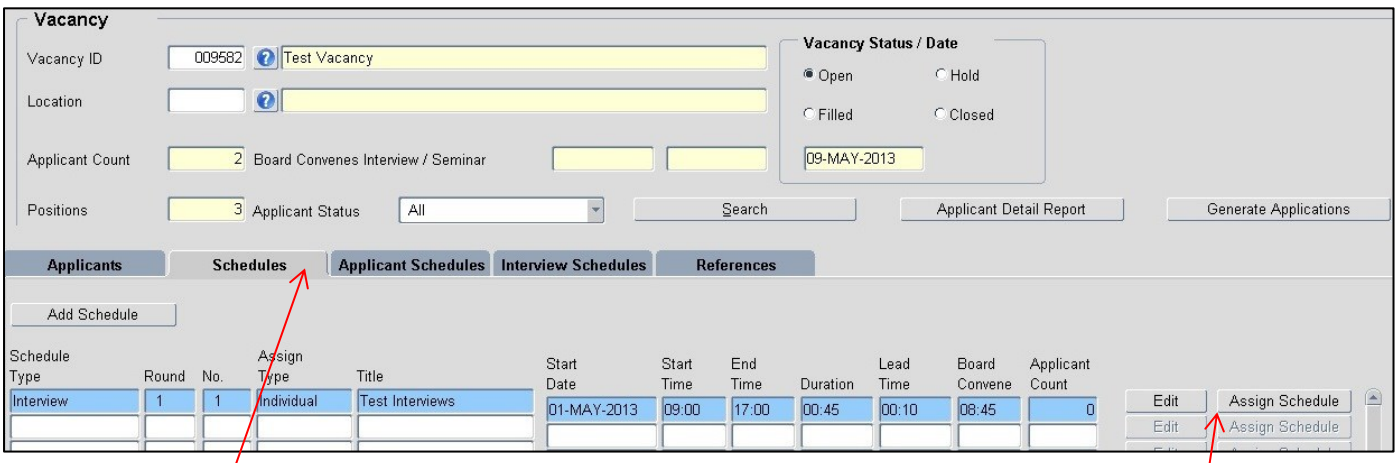
Navigate to the menu at top of screen.

From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Status



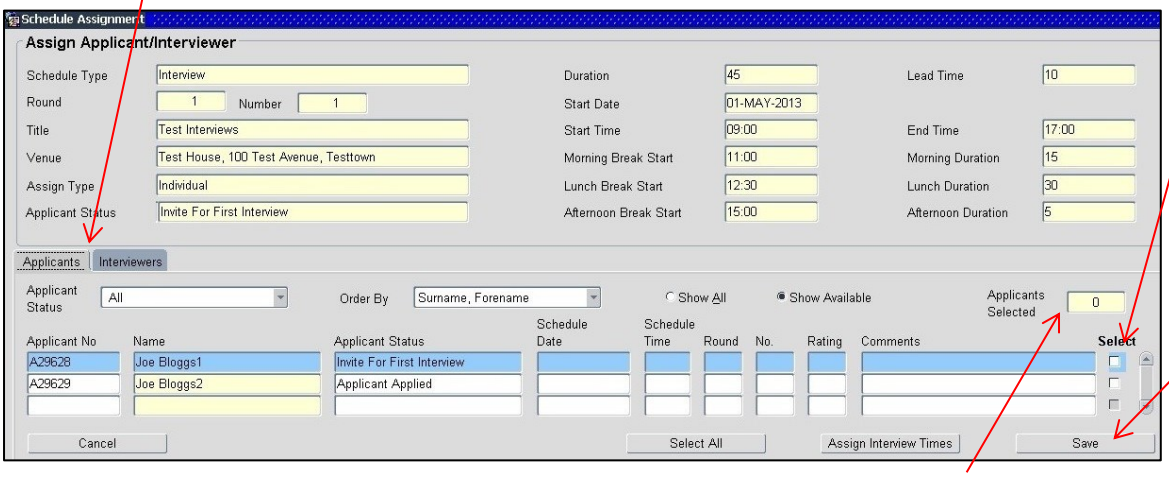
Alternatively, you can also search by the description of your vacancy, by clicking on the button.



Click on **Schedules** tab

Click on the **Assign Schedule** button

To un-assign the Applicants,
click on the **Applicant** tab

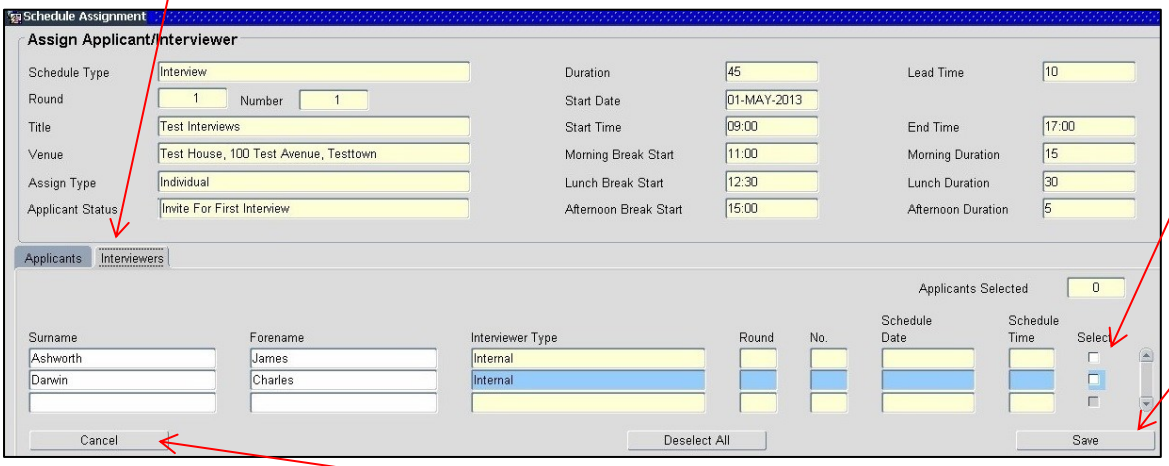


Un-tick the **Select** box for each applicant (click into box to tick or un-tick)

Then click the **Save** button
Then click **OK** button

You can confirm all the applicants have been un-assigned when the **Applicants Selected** box is showing 0

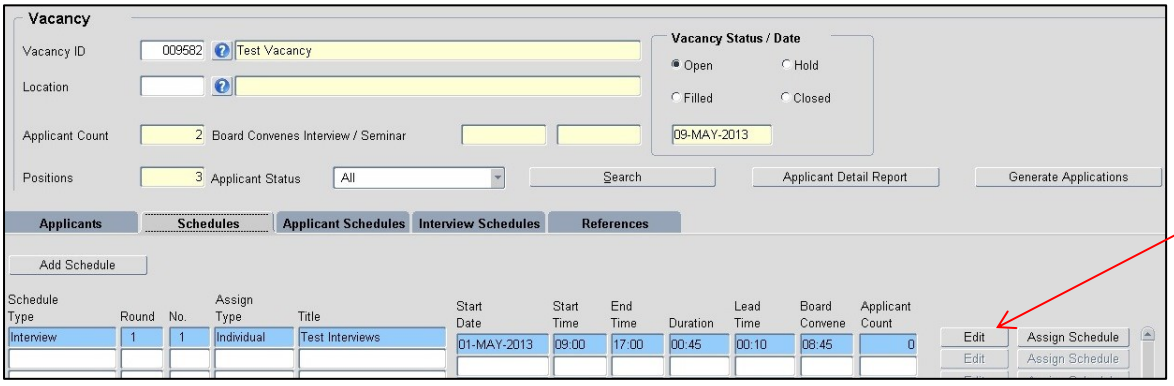
To un-assign the Interview panel members,
click on the **Interviewers** tab



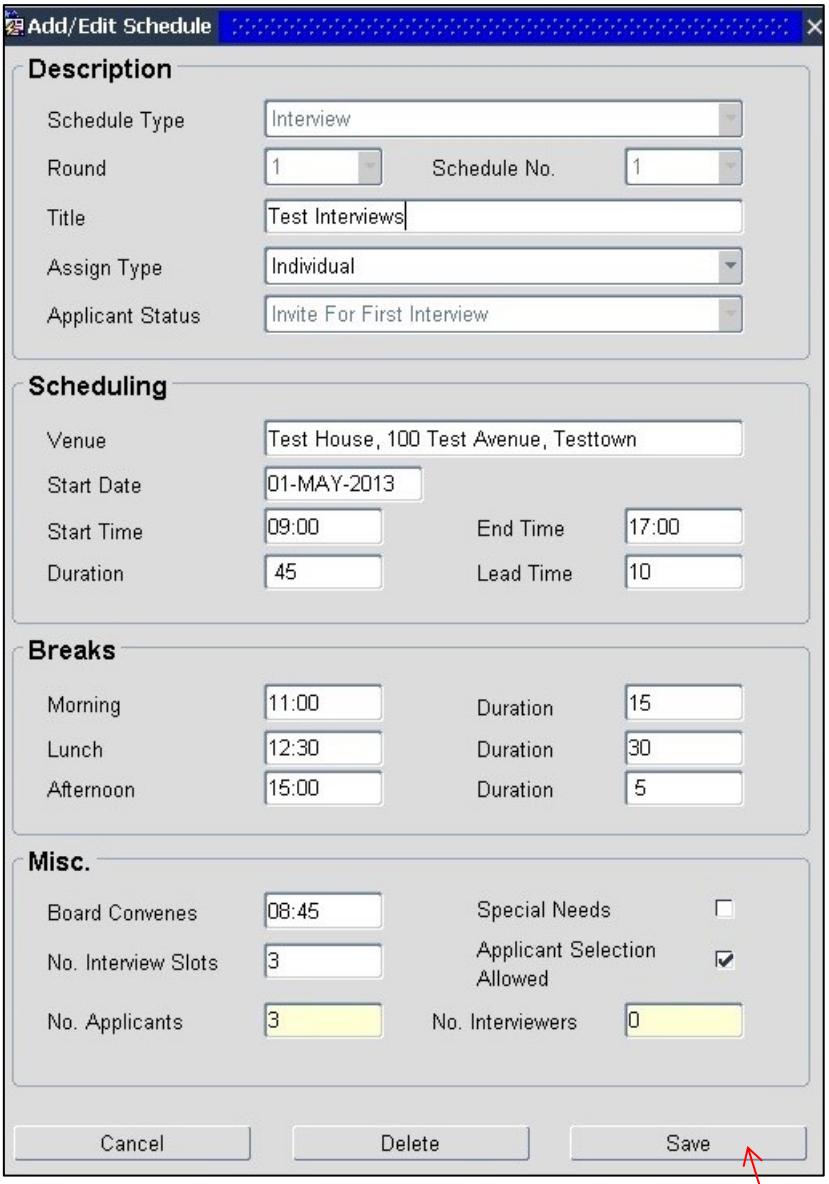
Un-tick the **Select** box for each applicant (click into box to tick or un-tick)

Then click the **Save** button
Then click **OK** button

To exit out of this screen, click on the **Cancel** button. After clicking Cancel, you are returned to the screen below



Click on the **Edit** button



You can now make changes to any of the fields. After making your changes, click the **Save** button.

NB: If you un-assigned any applicants or interview panel members, you will need to assign them to the interview schedule.

How to delete an interview schedule

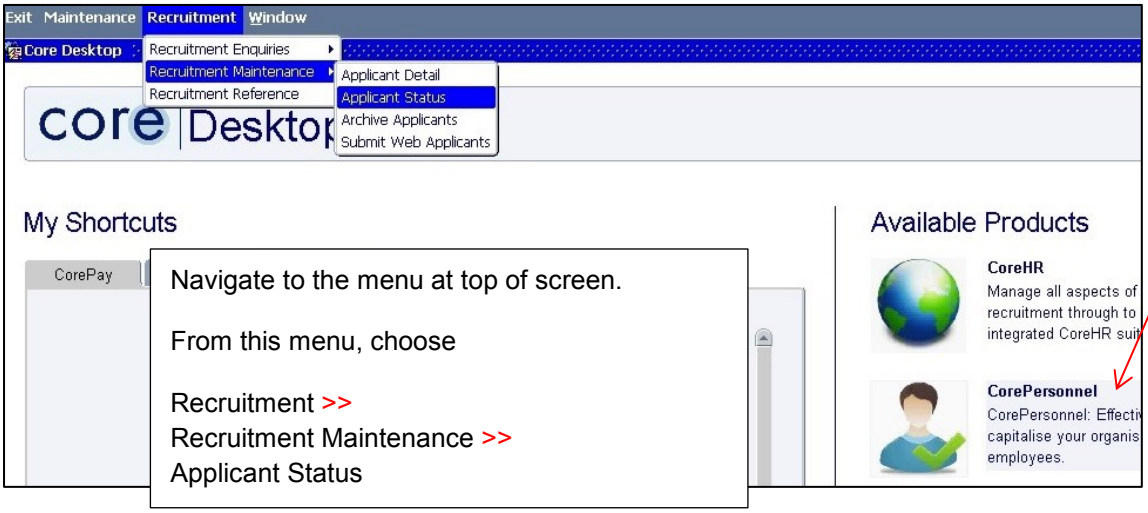
Before an interview schedule can be deleted, interview/shortlisting panel members and applicants who have previously been assigned to the schedule need to be unassigned.

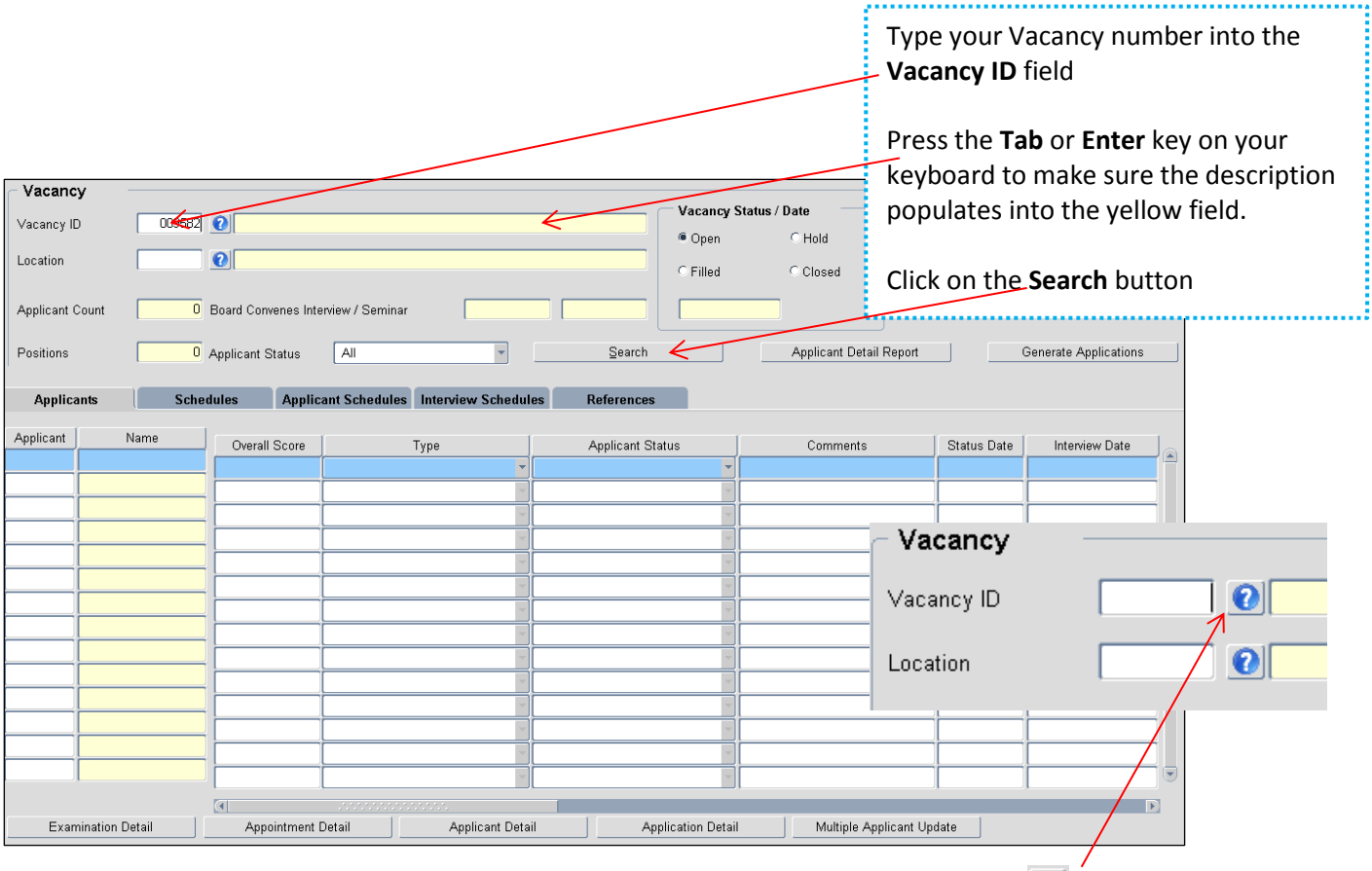
To access your vacancy, you need to be in the **Applicant Status** screen, within Back office.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

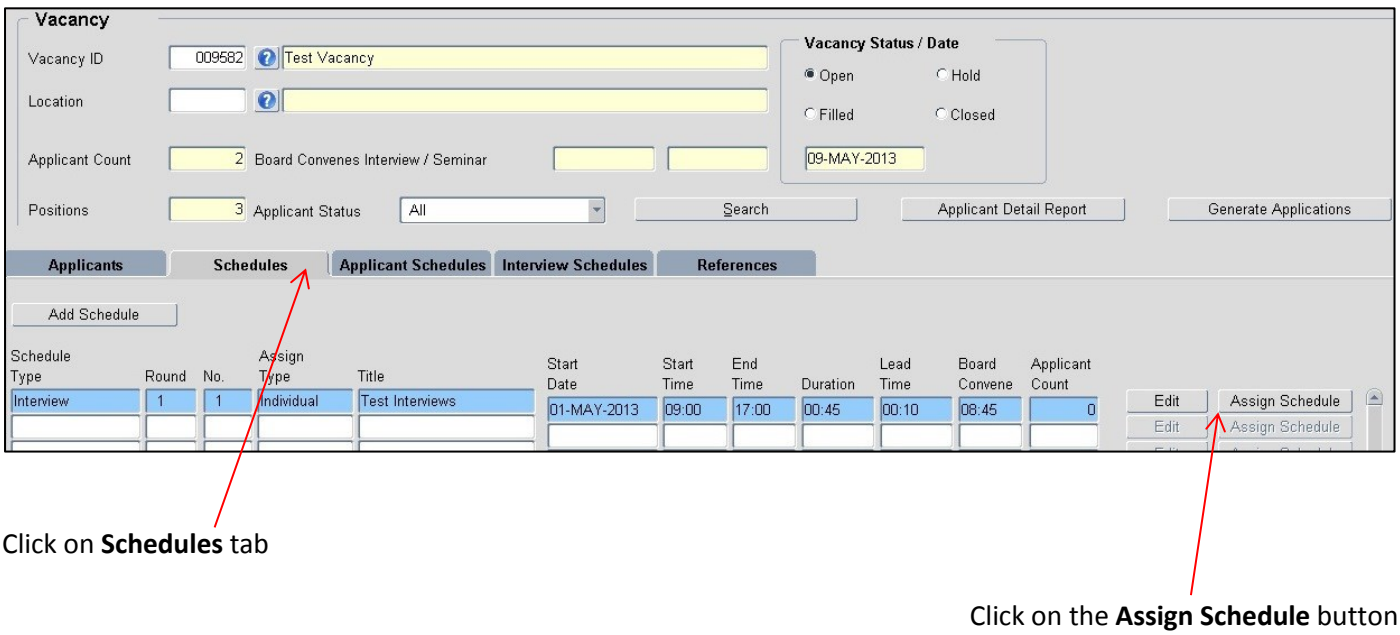
e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Online Recruitment
Core e-Recruitment
CoreHR
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

From within the eRecruitment back office, click on Core Personnel





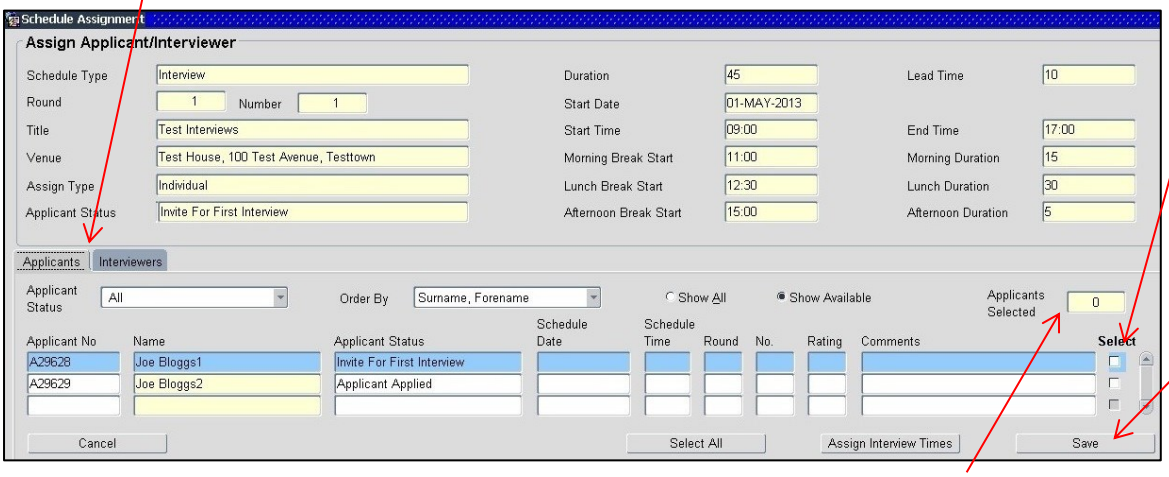
Alternatively, you can also search by the description of your vacancy, by clicking on the button.



Click on **Schedules** tab

Click on the **Assign Schedule** button

To un-assign the Applicants,
click on the **Applicant** tab

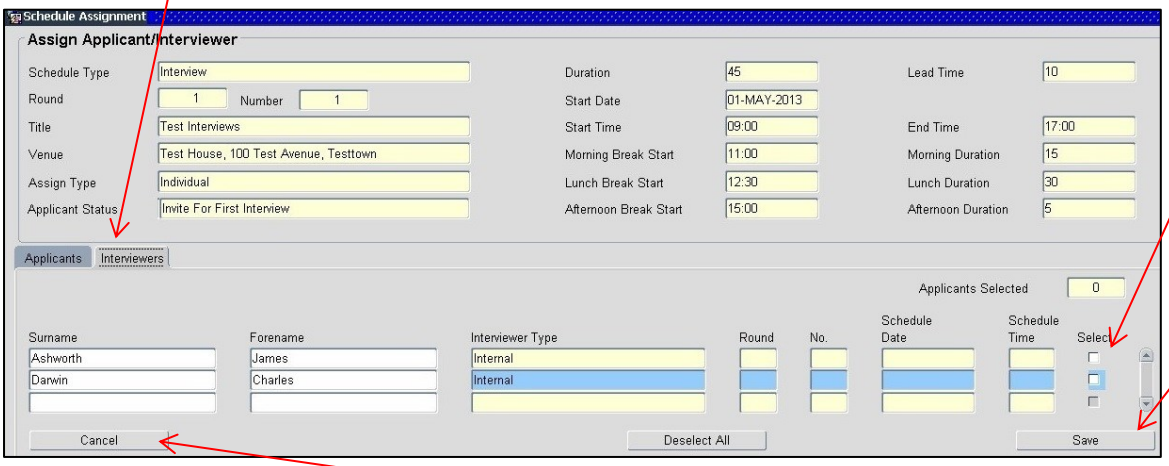


Un-tick the **Select** box for each applicant (click into box to tick or un-tick)

Then click the **Save** button
Then click **OK** button

You can confirm all the applicants have been un-assigned when the **Applicants Selected** box is showing 0

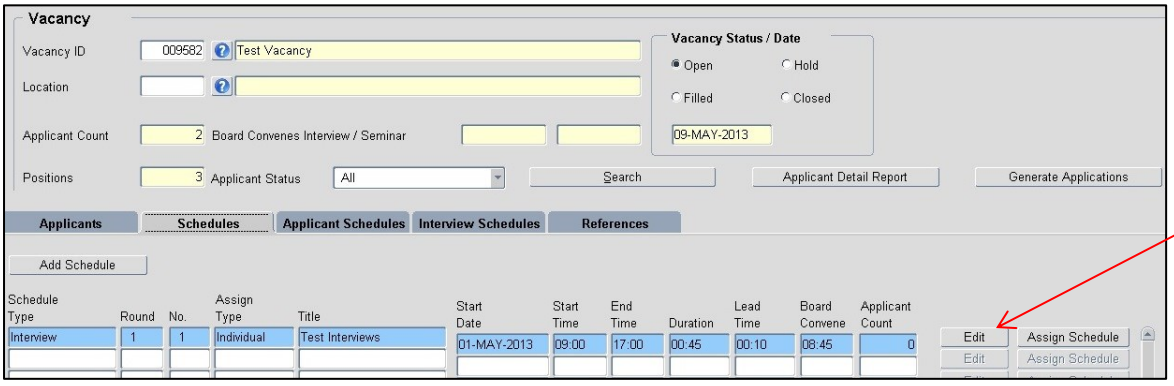
To un-assign the Interview panel members,
click on the **Interviewers** tab



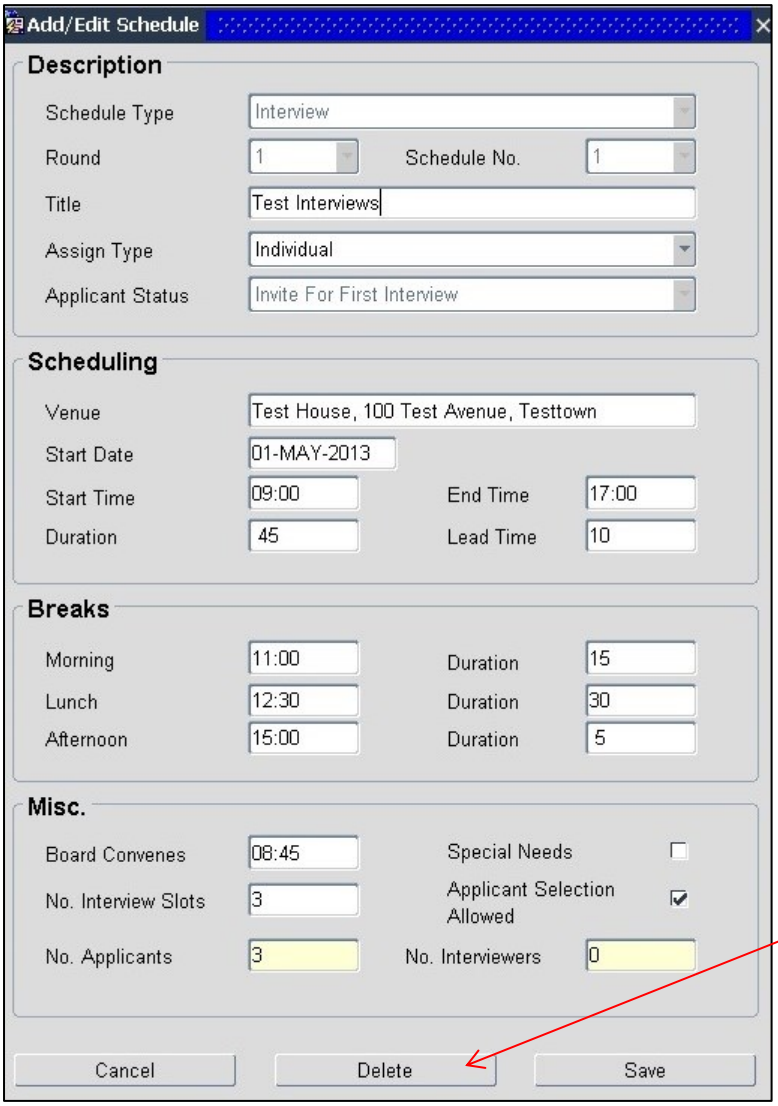
Un-tick the **Select** box for each applicant (click into box to tick or un-tick)

Then click the **Save** button
Then click **OK** button

To exit out of this screen, click on the **Cancel** button. After clicking Cancel, you are returned to the screen below

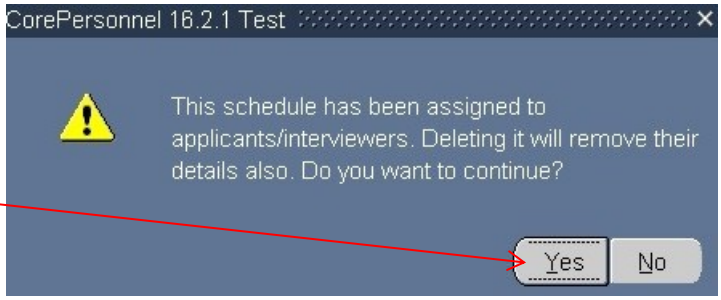


Click on the **Edit** button



Click on the **Delete** button to delete the Interview Schedule.

A warning message will appear. If you are certain you want to delete the schedule, click on the **Yes** button


CorePersonnel 16.2.1 Test
This schedule has been assigned to applicants/interviewers. Deleting it will remove their details also. Do you want to continue?
Yes
No

How to save the CV and other documents which are attached to an application

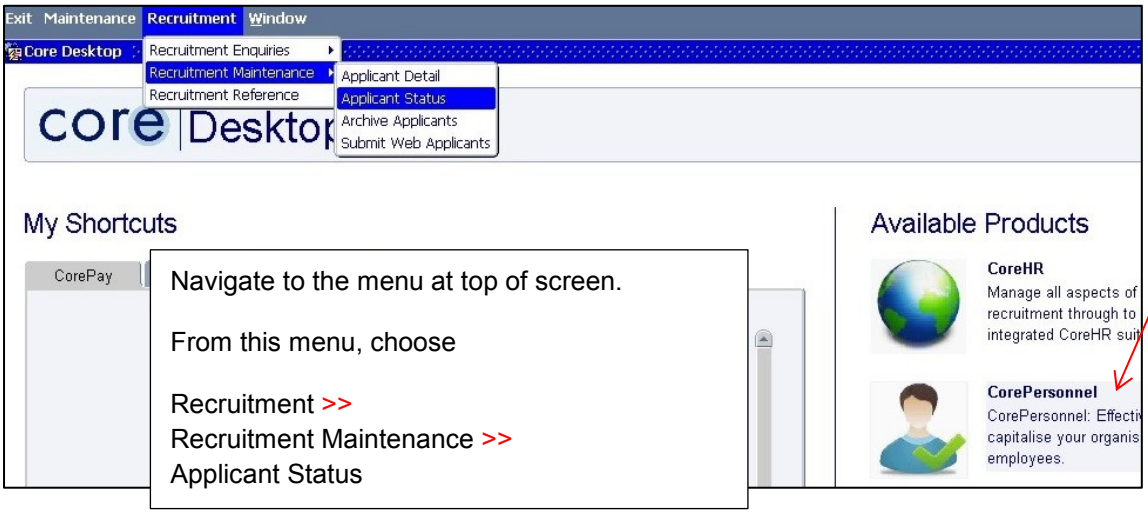
If you only want to print out one candidate application or if the merge applications into a PDF document is not working, you can individually print candidate applications.

To access your vacancy, you need to be in the **Applicant Status** screen, within Back office.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
Core e-Recruitment
CoreHR
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

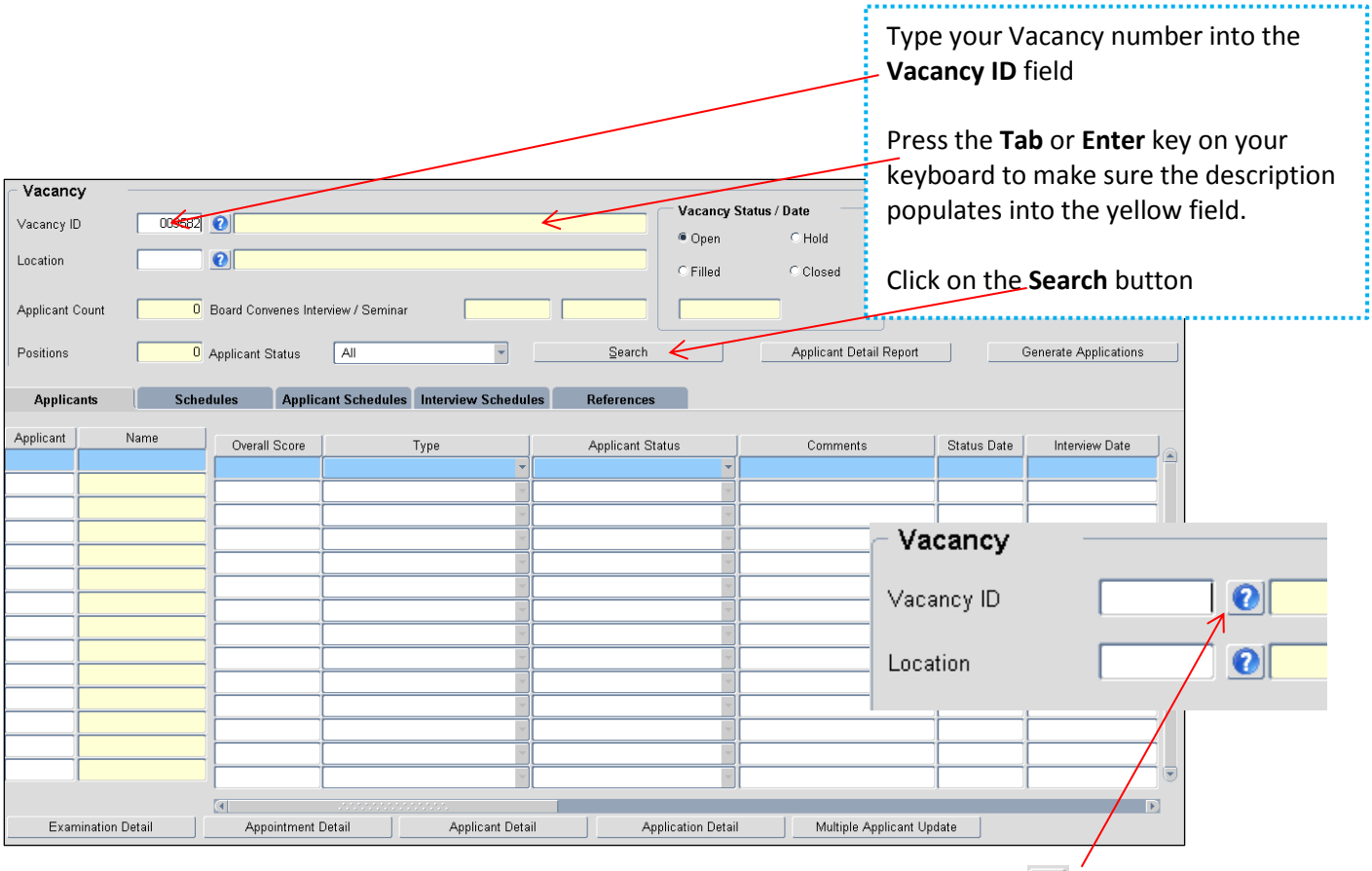
From within the eRecruitment back office, click on Core Personnel



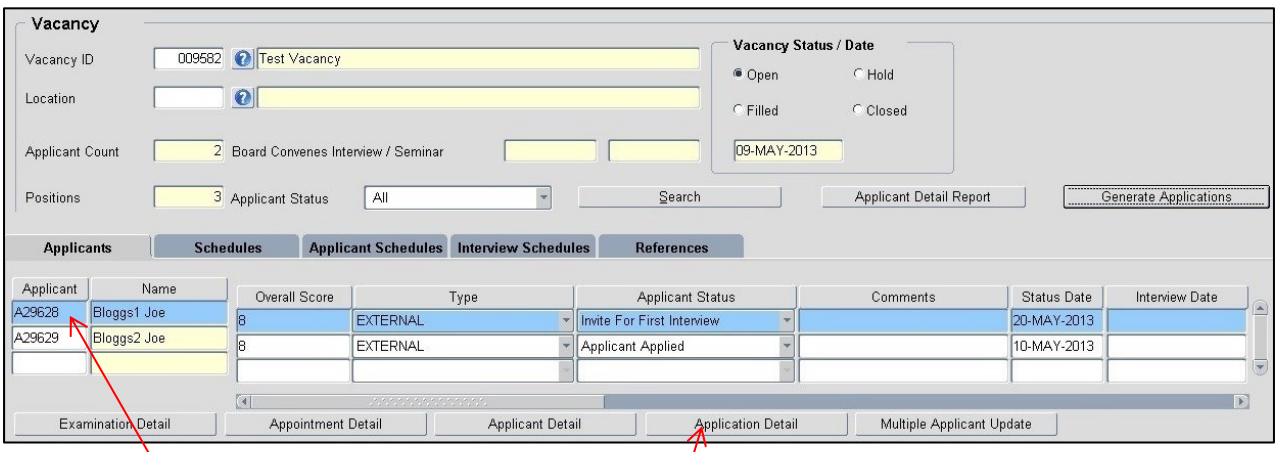
Navigate to the menu at top of screen.

From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Status



Alternatively, you can also search by the description of your vacancy, by clicking on the button.



Highlight your applicant

Click on **Application Detail** button

This will open the application form in a new window. You can copy and paste the content to a word document and then save as PDF format.
Within the application form window, scroll down to the Applicant Documents section.
You can then save the applicant's documents (e.g. CV) to your PC.

How to combine all applications for your vacancy into one document

The software will allow you to combine all of the applications linked to your vacancy into one document.

This is also known as using the PDF generator or generating a PDF file.

To access your vacancy, you need to be in the **Applicant Status** screen, within Back office.

From the Portal, click on Quick Jump, then Core HR
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e-Recruitment
home | quick jump | preferences | logout
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Online Recruitment
Core e-Recruitment
CoreHR
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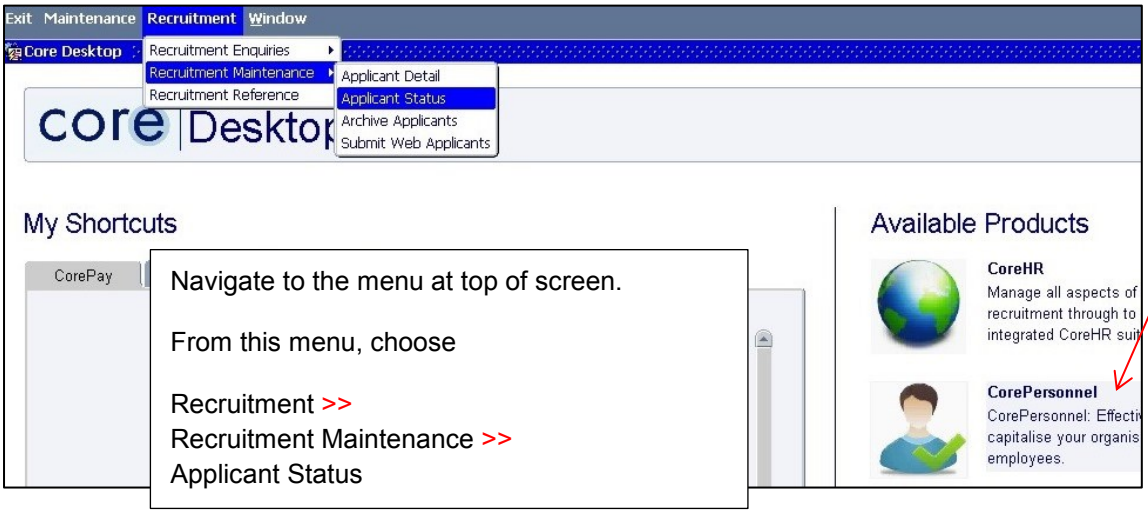
To view all vacancies and previous applications please select the Online Recruitment link above.

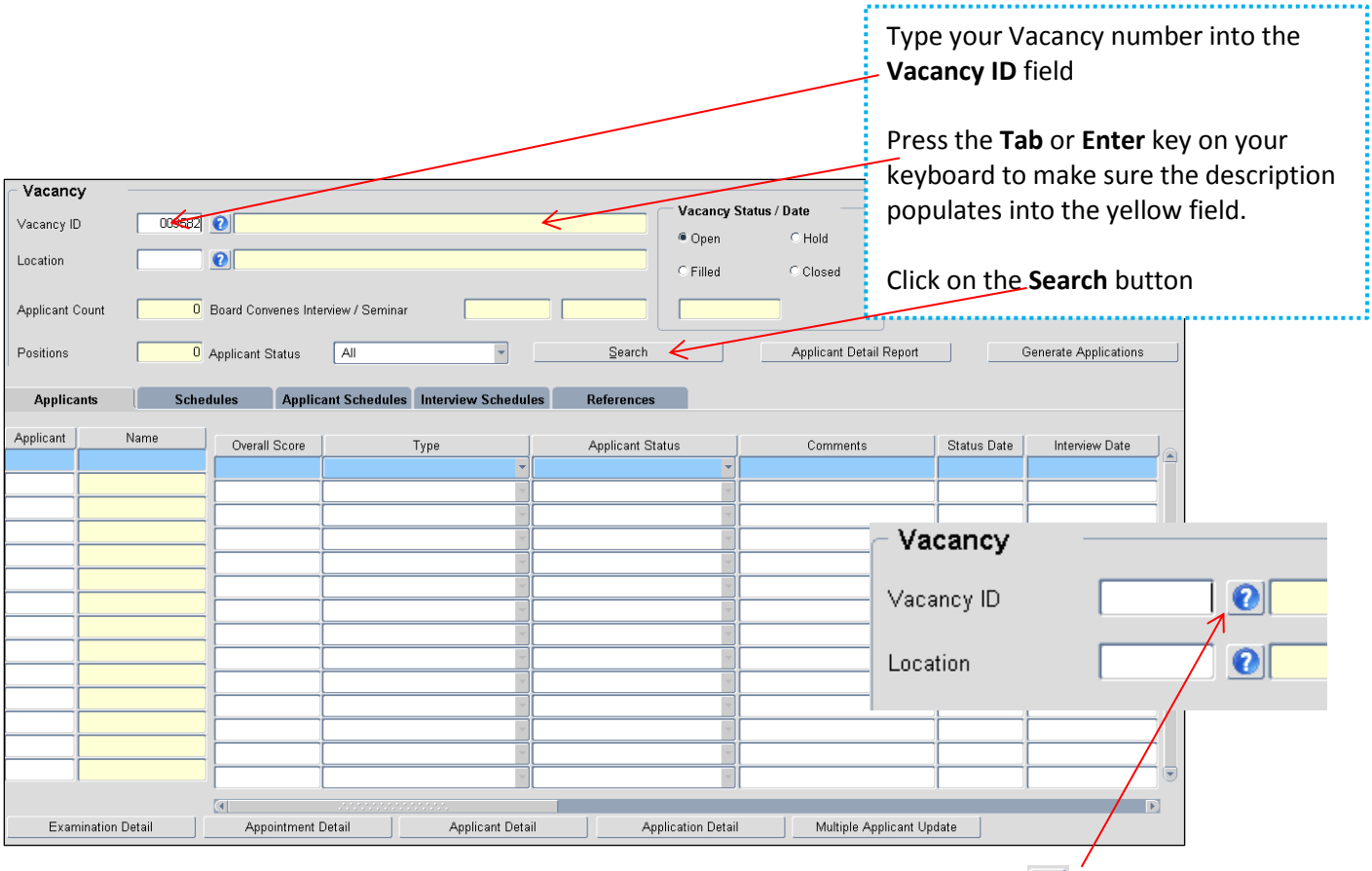
From within the eRecruitment back office, click on Core Personnel



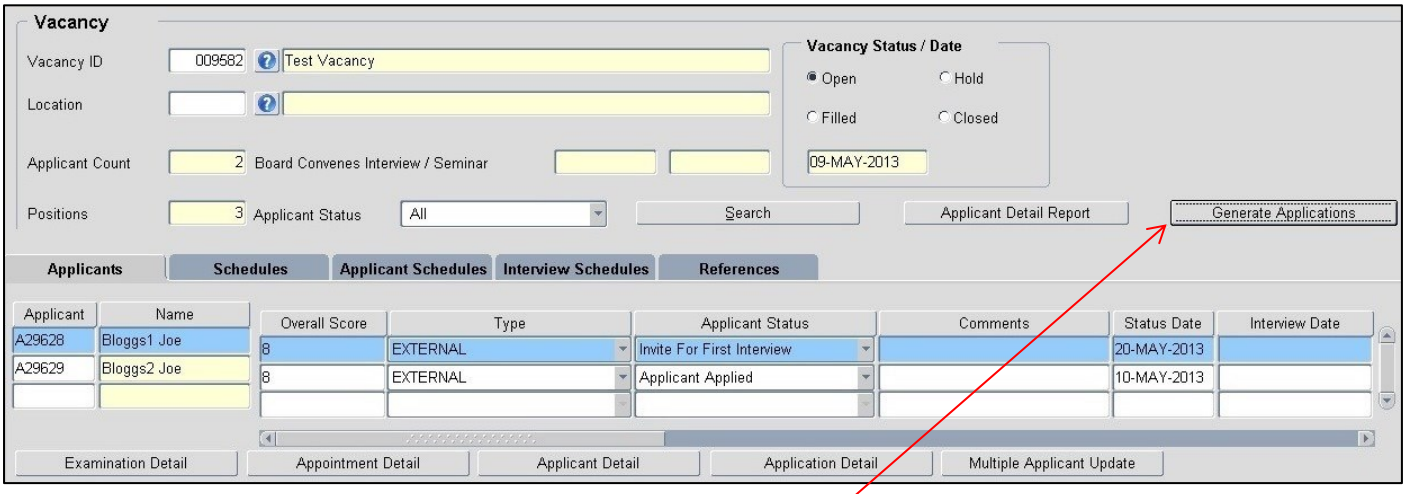
Navigate to the menu at top of screen.

From this menu, choose

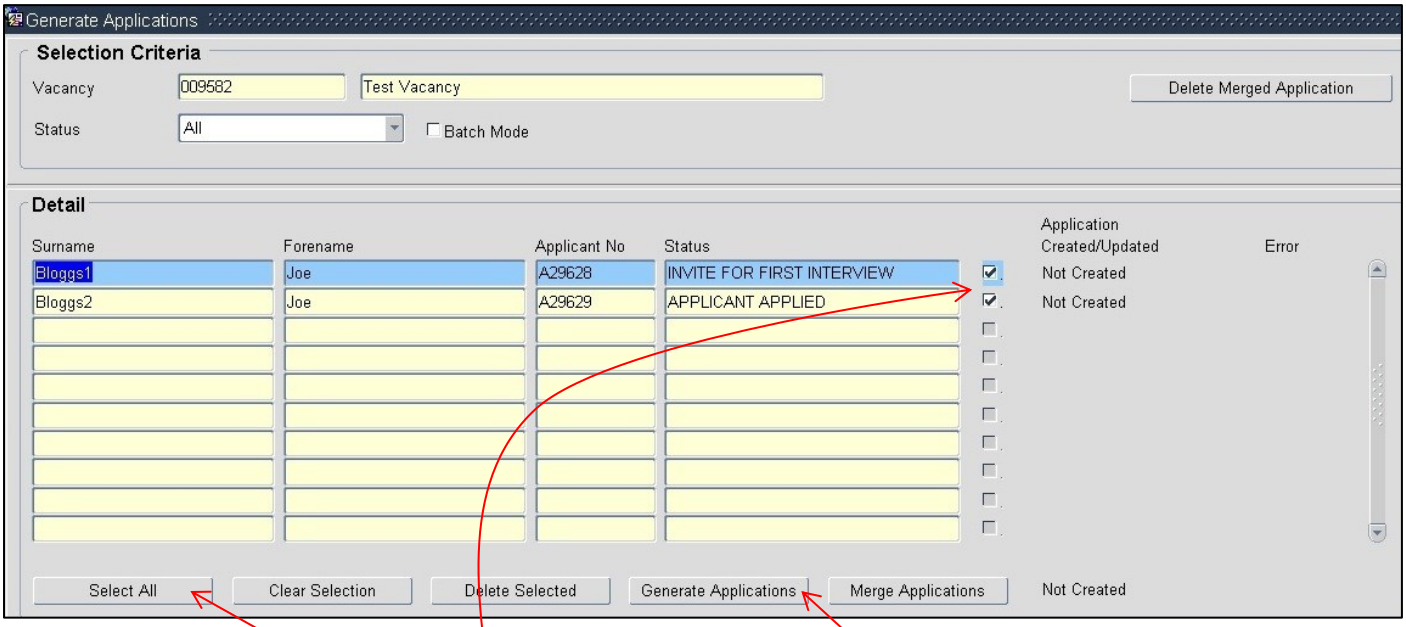
Recruitment >>
Recruitment Maintenance >>
Applicant Status



Alternatively, you can also search by the description of your vacancy, by clicking on the button.

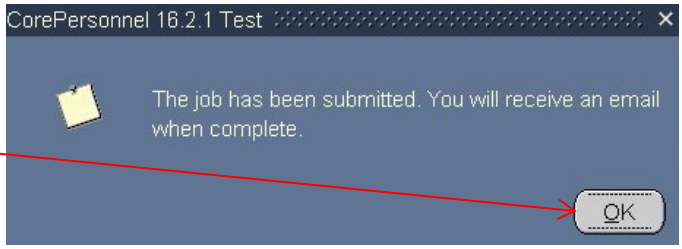


Click on **Generate Applications** button



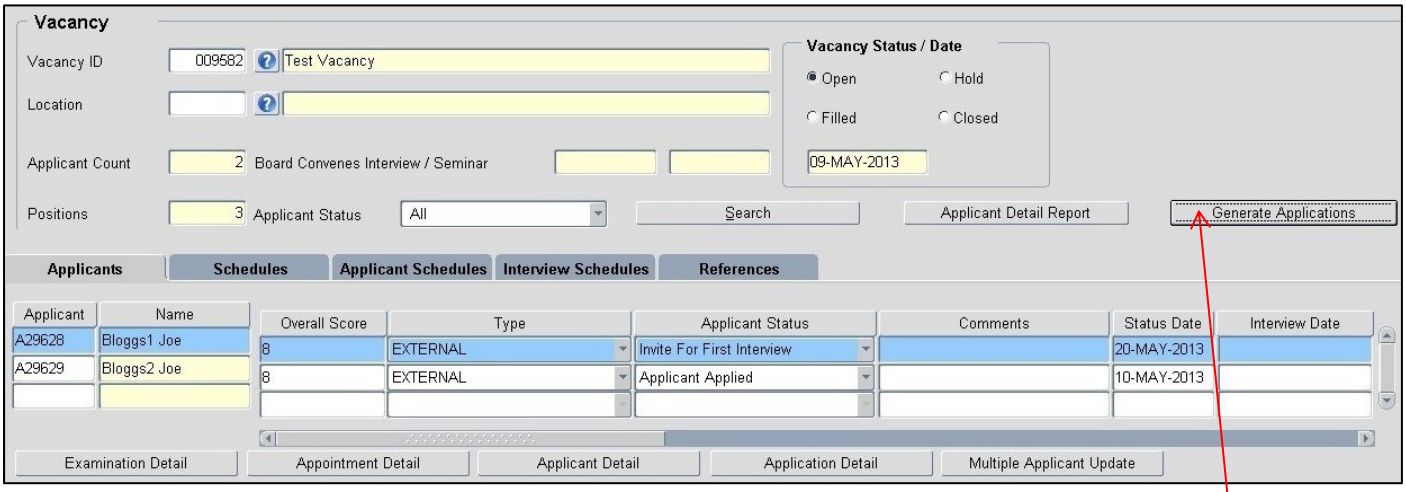
You can either select all applications by clicking the **Select All** button or you can **select individual applications** by clicking in the box to the right of the application to generate a PDF document. Clicking in the box will tick or un-tick.

After you have selected your applications, click on the **Generate Applications** button.



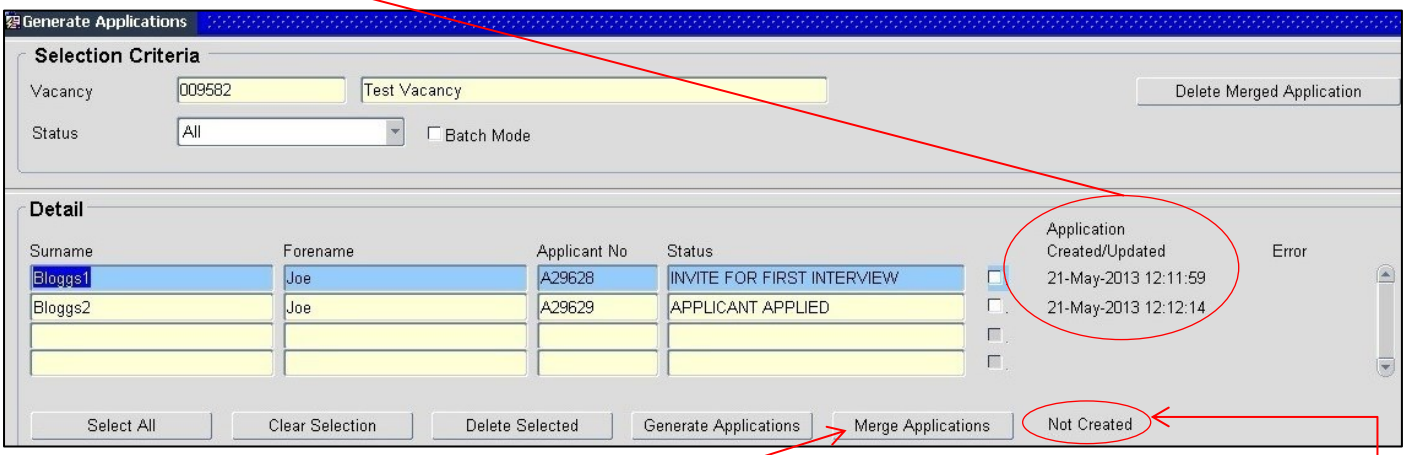
To confirm, click on the **OK** button.
You will also receive a confirmation email.

After you click the **OK** button, you will then see the screen below.



You need to go back into the Generate Applications screen, so click on **Generate Applications** button

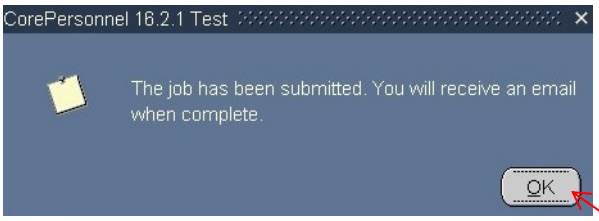
You can now see the applications that you generated on the previous step have been recorded in the system with a date and time stamp. If you click on an individual date and time stamp, it will open the application.



You can combine all your applications into one document by clicking on the **Merge Applications** button.

Before doing this, make sure the tick box is checked for your applications.

You can tell if your applications have already been merged into one document when a date and time stamp is visible next to the Merge Applications button.
In this case, we can see it hasn't happened yet.

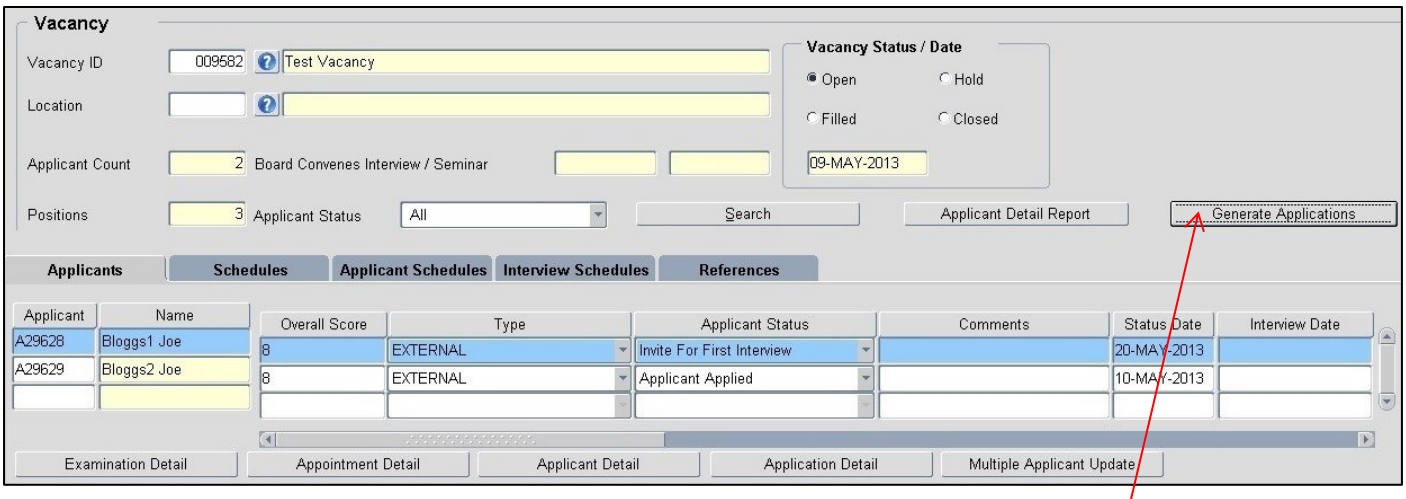


You will see a message to advise you will receive an email when the Merge is complete.

NB: It can take up to 15 minutes for the Merge to complete depending on the amount of applications you have

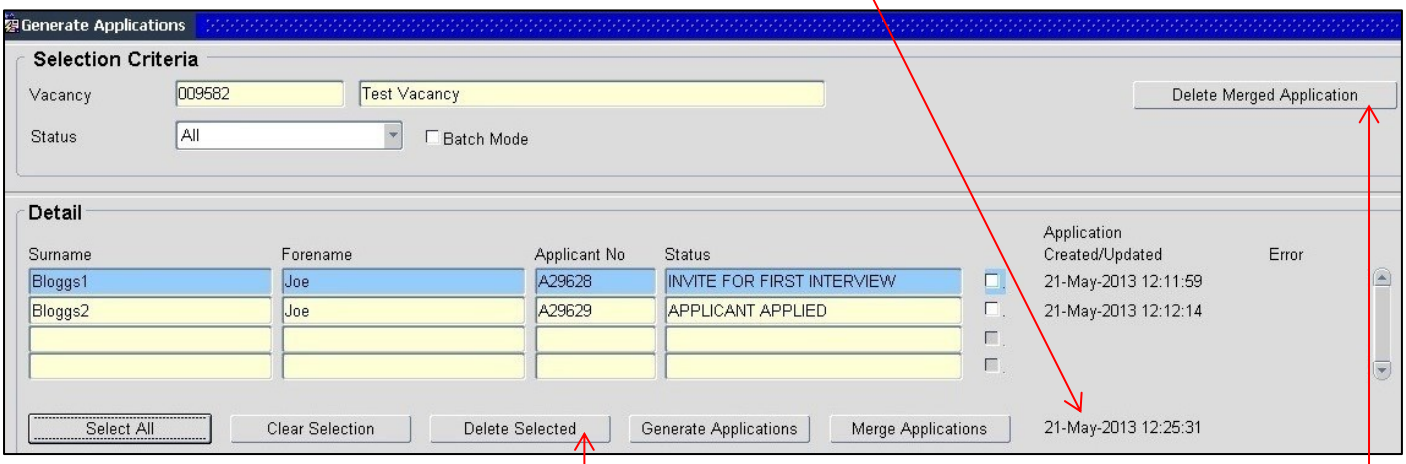
To confirm, click on the **OK** button.

You will then see the screen below.



You need to go back into the Generate Applications screen, so click on **Generate Applications** button

When you have received the email to inform you the merge is complete, you will then be able to see the date and time stamp next to the Merge Applications button. Click on this date/ time stamp to open up the single document that includes all your applications.



This document is in Adobe PDF format.

You can save it to your PC and print as you would normally do with other PDF's

You can delete selected applications by clicking on the **Delete Selected** button.

If you want to create a new single document with a different selection of applications, you need to click the **Delete Merged Application** button. This will remove any stored documents and allow to you start again.

To leave this screen, click on the X at the top right hand corner of the Generate Applications window.

How to change applicant statuses within Back Office

To access your vacancy, you need to be in the **Applicant Status** screen, within Back office.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Online Recruitment
Core e-Recruitment
CoreHR
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
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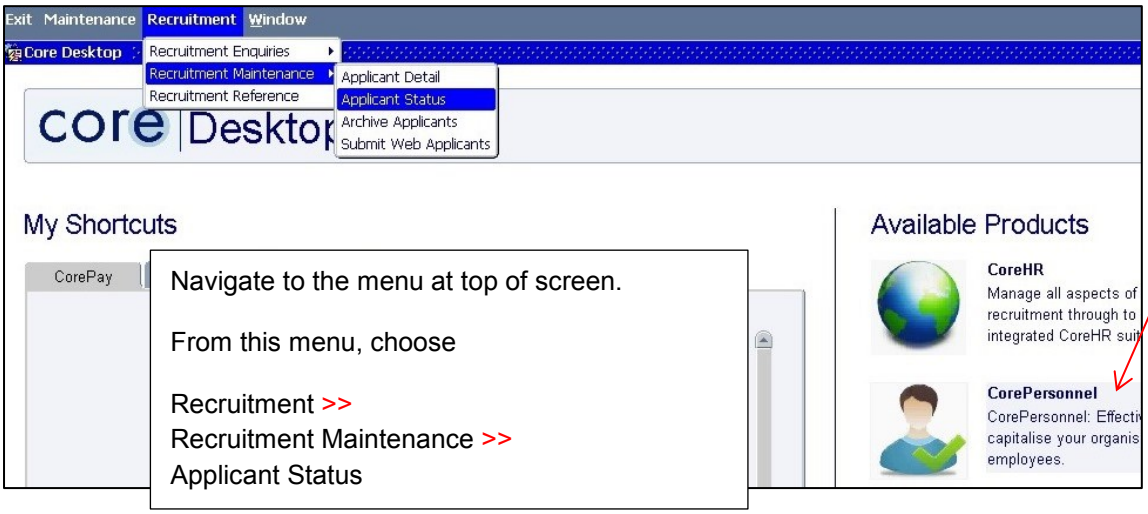
To view all vacancies and previous applications please select the Online Recruitment link above.

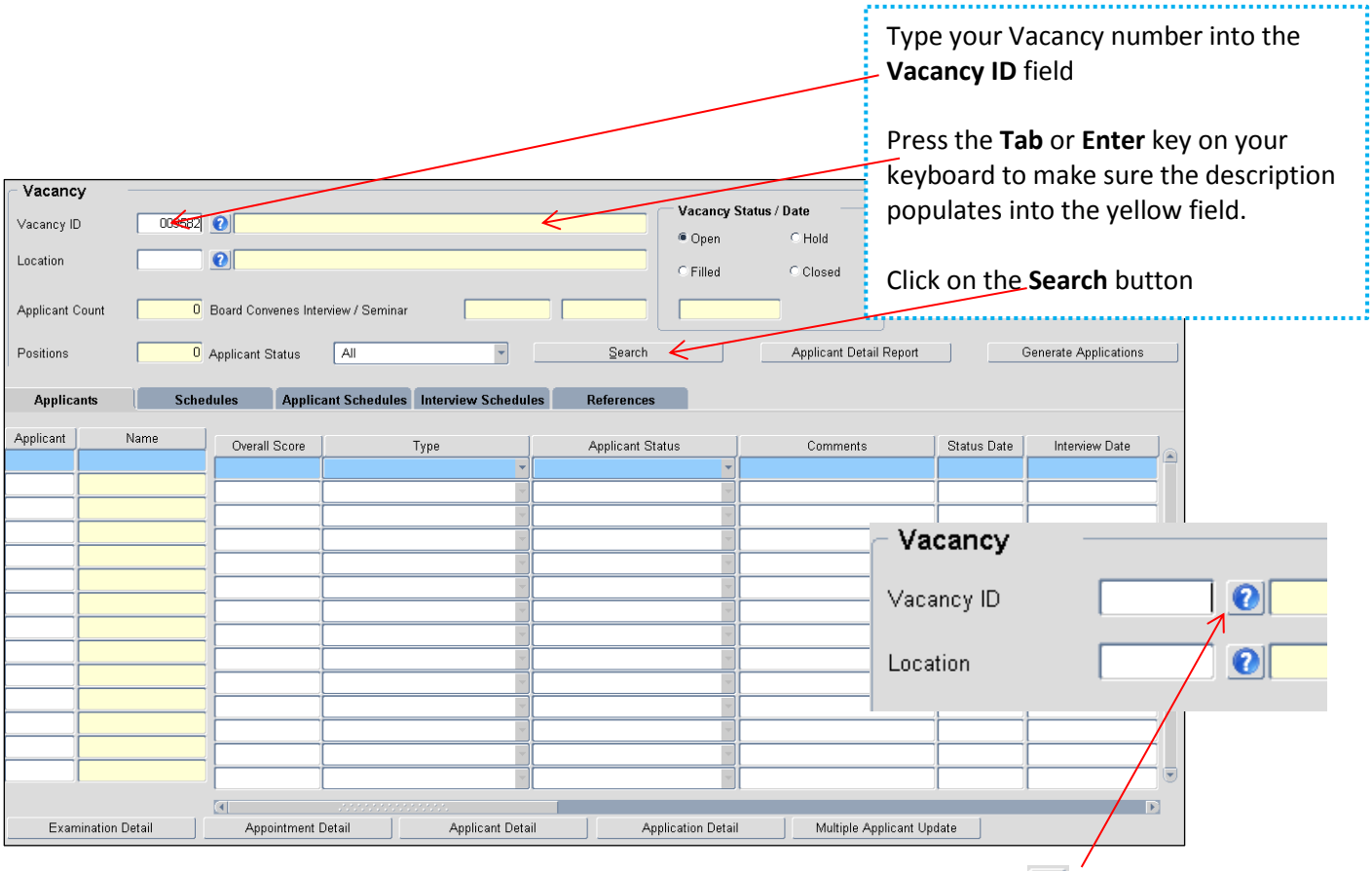
From within the eRecruitment back office, click on Core Personnel



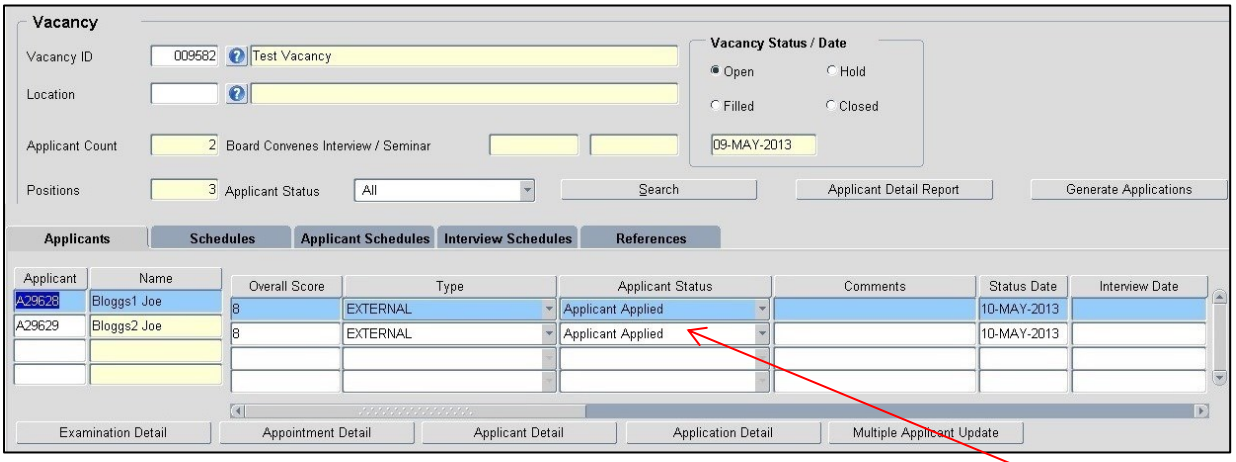
Navigate to the menu at top of screen.

From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Status

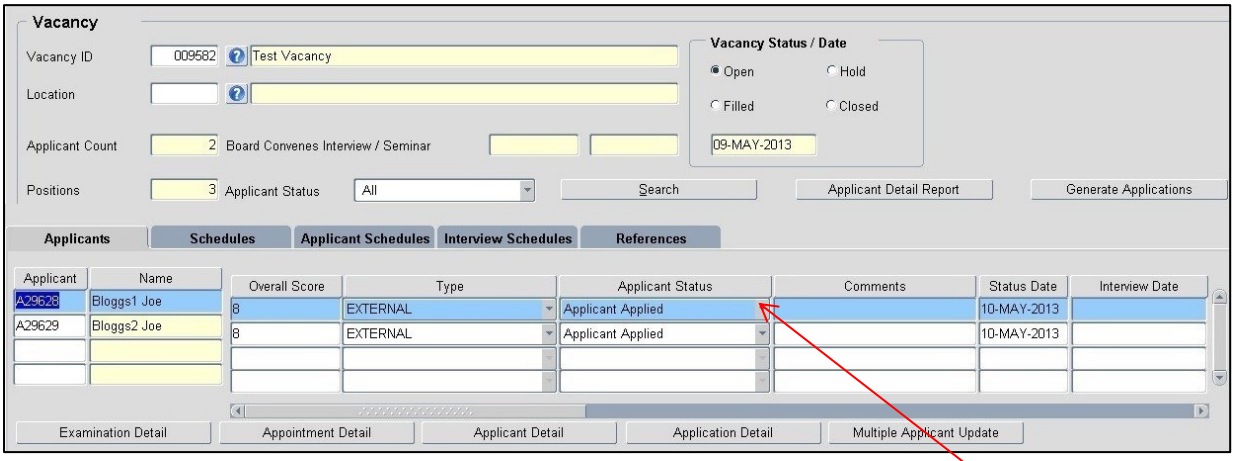


Alternatively, you can also search by the description of your vacancy, by clicking on the button.



When an applicant applies for a vacancy, their status is set to **Applicant Applied** by default.

You will need to update applicant statuses as appropriate throughout the recruitment process.
Updating applicant statuses is, in effect, completing applicant tracking details.
Further information on applicant tracking is available at:
http://www.ed.ac.uk/schools-departments/human-resources/recruitment/recruitment-guide/shortlisting/applicant-tracking



To change the status of an applicant, click on the arrow to the right of the **Applicant Status** field and select the appropriate option from the list.

Samples of the options available to the Recruiter are:

Status	Description	When to use
Applicant Offered	Applicant being offered the post	When ready to complete the Appointment details for the successful applicant
Application Withdrawn	Applicant has chosen to withdraw their application	When an applicant requests to have their application withdrawn
Before Offer Check	Before Offer Check to be carried out to check whether the applicant is a: • New Start • Casual Member of Staff • Current or Current and Ex-Employee • Ex-Employee	When a decision has been made to offer an applicant the post, before the offer is made This check must be undertaken (and the outcome confirmed by HR) before the post can be offered to an applicant
Declined Offer	Applicant has been offered post but has declined	When the applicant has declined the offer
Failure to Attend Interview	Applicant was invited to attend interview but did not show up	When the applicant has failed to attend interview
Invite for First Interview	Applicant has been invited to attend a first round interview	When it has been decided who to invite for the first stage of interviews
Invite for Second Interview	Applicant has been invited to attend a second round interview	When it has been decided who to invite for the second stage of interviews
Rai – Experience Adequate But Not Best	Reject after interview - Applicant's experience is adequate but not as experienced as successful applicant	When the outcome of the interviews has been decided
Rai - Experience Below Minimum Required	Reject after interview - Applicant's experience does not meet minimum requirements for the role	When the outcome of the interviews has been decided

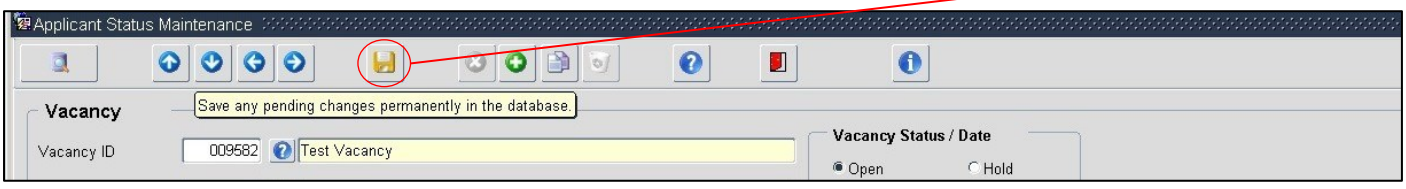
Status	Description	When to use
Rai – Quals Adequate But Not Best	Reject after interview - Applicant's qualifications are adequate but not as qualified as successful applicant	When the outcome of the interviews has been decided
Rai – Quals Below Minimum Required	Reject after interview - Applicant's qualifications do not meet minimum requirements for the role	When the outcome of the interviews has been decided
Rbi – Application Inadequate	Application is inadequate	When shortlisting has taken place and it has been decided who to invite to interview
Rbi – Experience Adequate But Not Best	Reject before interview - Applicant's experience is adequate but not as experienced as shortlisted applicant(s)	When shortlisting has taken place and it has been decided who to invite to interview
Rbi – Experience Below Minimum Required	Reject before interview - Applicant's experience does not meet minimum requirements for the role	When shortlisting has taken place and it has been decided who to invite to interview
Rbi – Quals Adequate But Not Best	Reject before interview - Applicant's qualifications are adequate but not as qualified as shortlisted applicant(s)	When shortlisting has taken place and it has been decided who to invite to interview
Rbi - Quals Below Minimum Required	Reject before interview - Applicant's qualifications do not meet minimum requirements for the role	When shortlisting has taken place and it has been decided who to invite to interview
References Requested	References are being requested for the applicant	When at the stage of contacting referees, to request references
Reserve	It has been decided to keep the applicant as a reserve until it has been confirmed whether or not another applicant has accepted the job offer, for example	As required

You will notice there are more options available on the dropdown list which are not included in the sample above. These options may be more applicable to HR and less frequently used by the Recruiter.

NB: Before you offer a post to an applicant, you must change that applicant's status to Before Offer Check

Before HR can produce a contract, it is essential that you have updated all applicant statuses from Applicant Applied, to whichever status is most appropriate for each applicant.

After you have changed a status for the applicant, remember to save the change by clicking on the **Save** icon



How to notify an applicant from the system via email

The eRecruitment software has the functionality to email applicants from within the system.

Some examples of emails available to use are:

- **Invite to Interview** - inviting applicant to interview
- **Regret Not Shortlisted** - notify applicant they have not been shortlisted for vacancy
- **Regret After Interview** - notify applicant they have been unsuccessful following interview
- **Post Withdrawn** - notify applicant the post they applied to has been withdrawn
- **Withdraw Conditional Offer** - notify applicant their conditional offer has been withdrawn

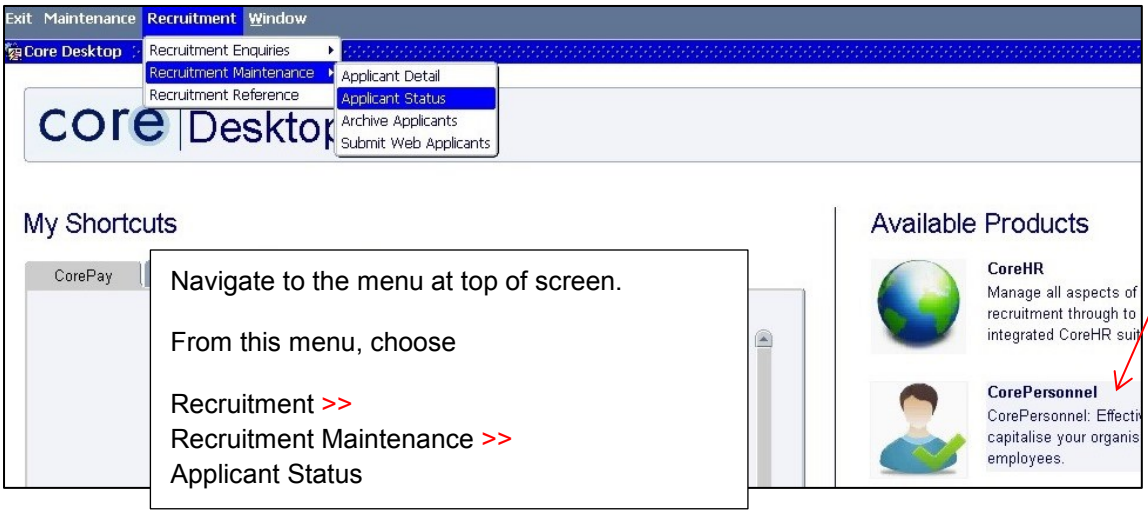
Typically, after an applicant status has been changed, email notifications can be sent.

To access the email facility for your vacancy, you need to be in the **Applicant Status** screen, within Back office.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
Core e-Recruitment
CoreHR
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

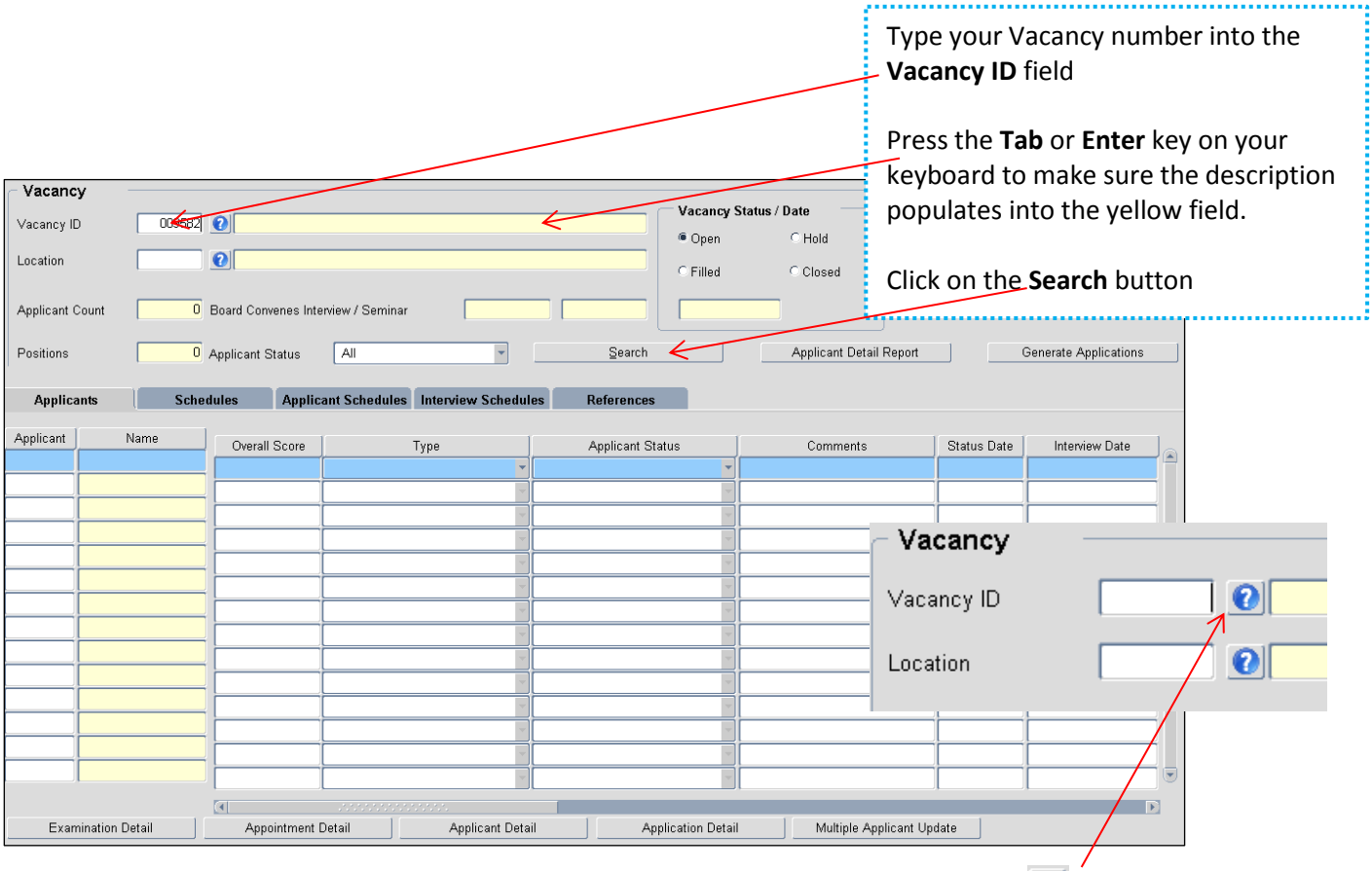
From within the eRecruitment back office, click on Core Personnel



Navigate to the menu at top of screen.

From this menu, choose

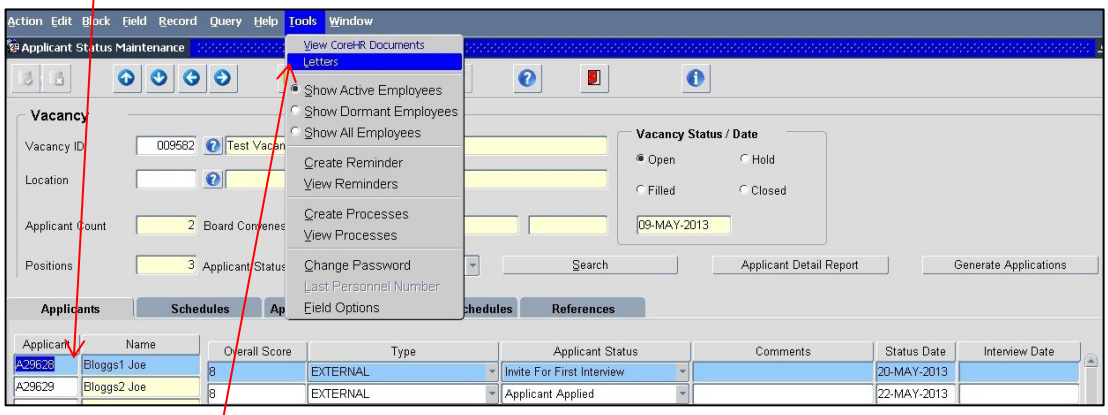
Recruitment >>
Recruitment Maintenance >>
Applicant Status



Alternatively, you can also search by the description of your vacancy, by clicking on the button.

You can choose to email one applicant individually or many applicants simultaneously. When emailing many applicants simultaneously, the email is tailored to each individual and will not contain details of other applicants.

If you are emailing one applicant individually, make sure your desired recipient is highlighted in your list of applicants. You can see **A29628 Joe Bloggs1** is highlighted in the screenshot below.



After your applicant is selected, click on **Tools >> Letters** from the menu at the top of the window.

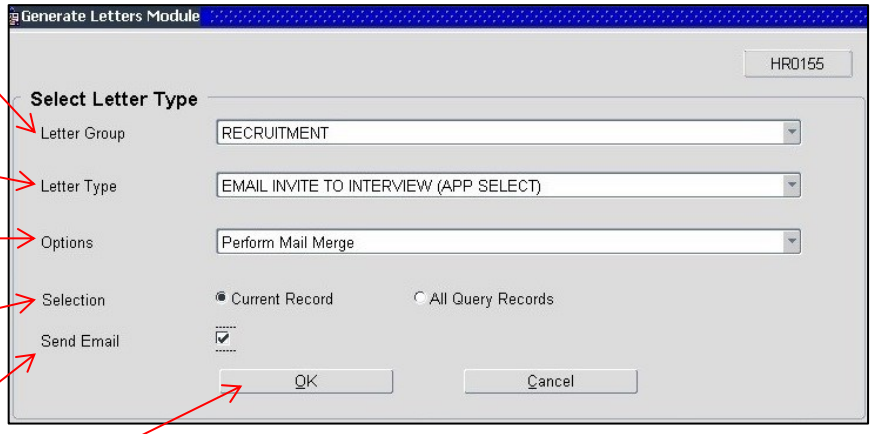
Letter Group - choose Recruitment

Letter Type - choose the one that is applicable to you. In this example, we are inviting Joe Bloggs1 to interview

Options - choose Perform Mail Merge

Selection - make sure Current Record is selected

Send Email - make sure box is ticked



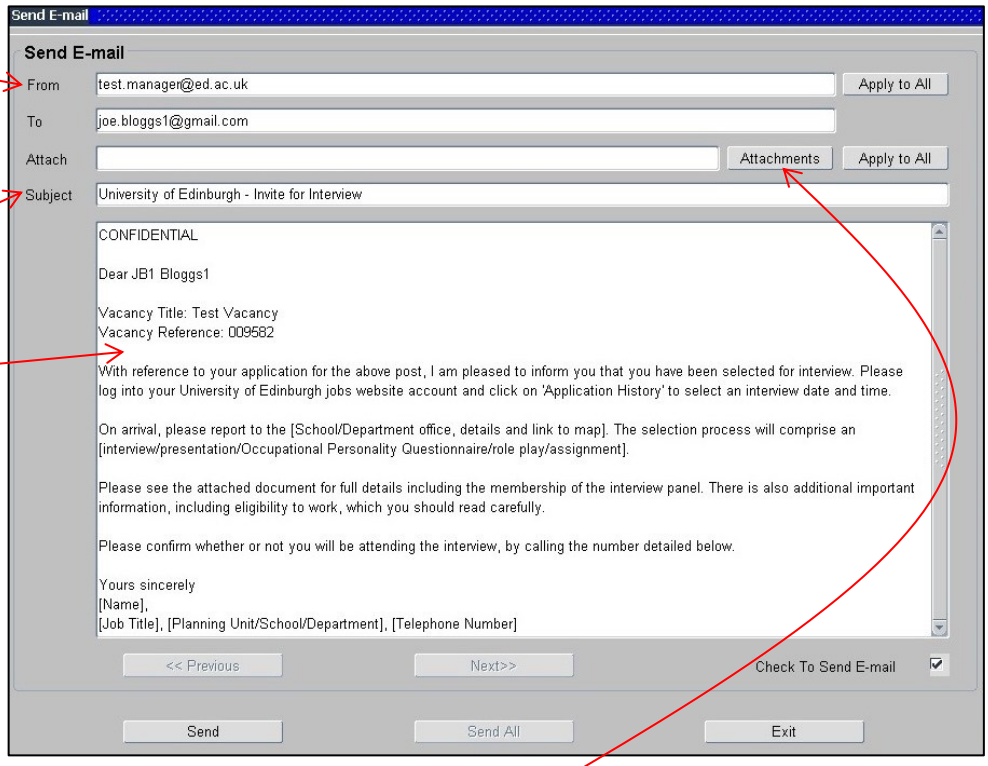
After clicking the **OK** button, the Send E-mail screen will appear.

From: Type your email address, or the email address of another appropriate staff member.

Subject: Edit as required

Main Body: Edit as required. Default text is provided and you can change this to suit. You do need to edit the main body and remove any of the [brackets and examples]

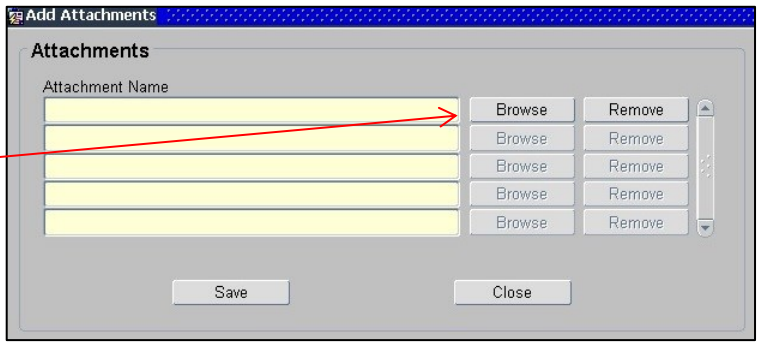
NB:
The character limit is 2000


Send E-mail
Send E-mail
From
test.manager@ed.ac.uk
Apply to All
To
joe.bloggs1@gmail.com
Attach
Attachments
Apply to All
Subject
University of Edinburgh - Invite for Interview
CONFIDENTIAL
Dear JB1 Bloggs1
Vacancy Title: Test Vacancy
Vacancy Reference: 009582
With reference to your application for the above post, I am pleased to inform you that you have been selected for interview. Please log into your University of Edinburgh jobs website account and click on 'Application History' to select an interview date and time.
On arrival, please report to the [School/Department office, details and link to map]. The selection process will comprise an [interview/presentation/Occupational Personality Questionnaire/role play/assignment].
Please see the attached document for full details including the membership of the interview panel. There is also additional important information, including eligibility to work, which you should read carefully.
Please confirm whether or not you will be attending the interview, by calling the number detailed below.
Yours sincerely
[Name],
[Job Title], [Planning Unit/School/Department], [Telephone Number]
<< Previous
Next>>
Check To Send E-mail
Send
Send All
Exit

You can attach a document to your email, by clicking on the **Attachments** button.

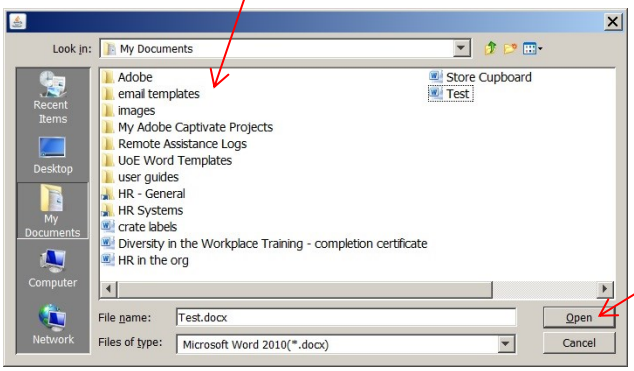
This is particularly relevant for the Invite to Interview email.
As the main body of the email has a 2000 character limit, it is good practice to attach an **Invite to Interview letter**.
A template is available for this letter, which can be edited to suit your circumstances and is located at:
http://www.docs.csg.ed.ac.uk/HumanResources/Recruitment/invite_interview.doc

After you have clicked on the Attachments button, the Add Attachments window will appear.



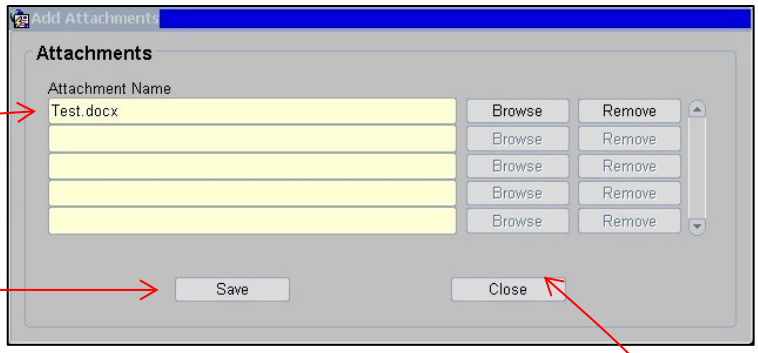
To attach the document from your computer, click on the **Browse** button.

This will open up a window to allow you to select your document. It may open your My Documents folder by default.

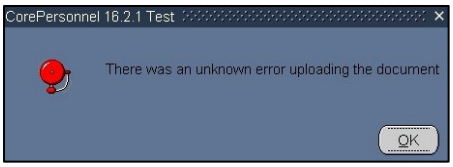


Once you have selected your document, click on the **Open** button

The Add Attachments window will appear again and you can see your document in the yellow **Attachment Name** field



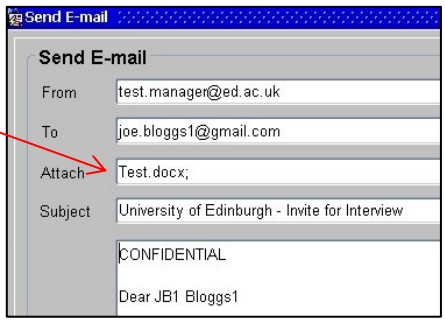
Then click on the **Save** button



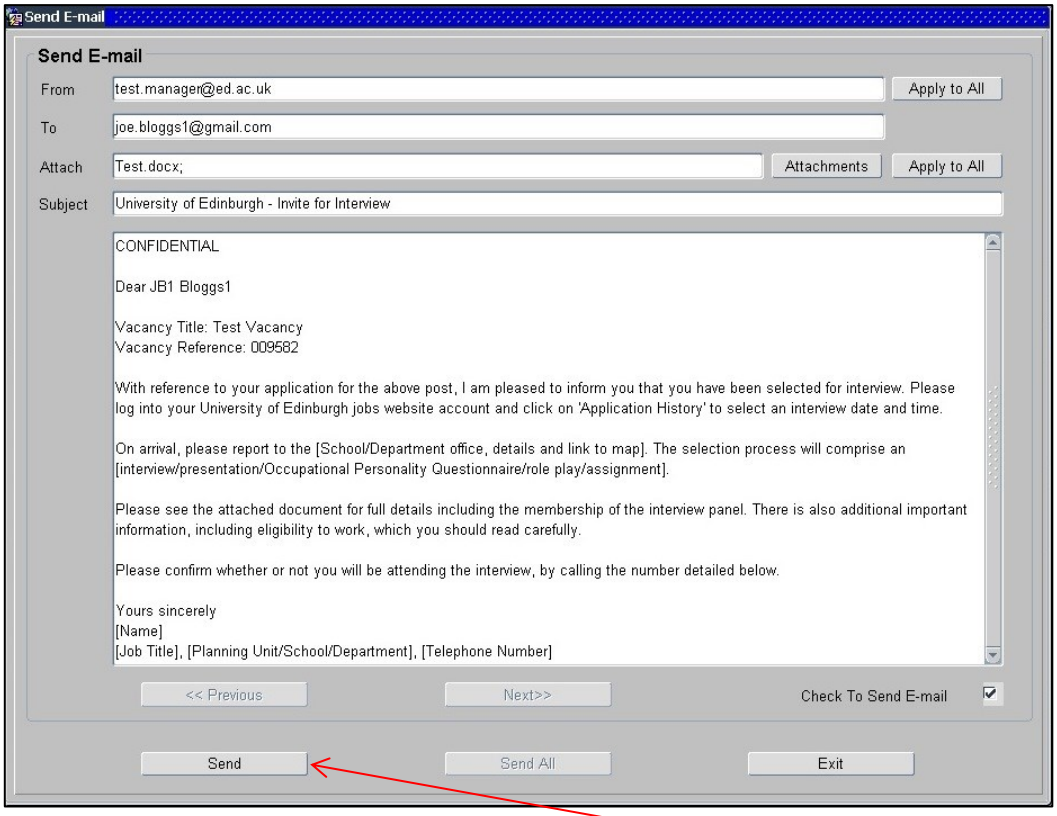
You will then see two message windows.
Click **OK** to both, then click on the **Close** button

You are then returned to your Send E-mail window

You can now see your attachment.



You are not able to remove an attachment from the Send E-mail window. You have to go back into the Add Attachment window and click the Remove button, then the Save button.


Send E-mail
Send E-mail
From
test.manager@ed.ac.uk
Apply to All
To
joe.bloggs1@gmail.com
Attach
Test.docx;
Attachments
Apply to All
Subject
University of Edinburgh - Invite for Interview
CONFIDENTIAL
Dear JB1 Bloggs1
Vacancy Title: Test Vacancy
Vacancy Reference: 009582
With reference to your application for the above post, I am pleased to inform you that you have been selected for interview. Please log into your University of Edinburgh jobs website account and click on 'Application History' to select an interview date and time.
On arrival, please report to the [School/Department office, details and link to map]. The selection process will comprise an [interview/presentation/Occupational Personality Questionnaire/role play/assignment].
Please see the attached document for full details including the membership of the interview panel. There is also additional important information, including eligibility to work, which you should read carefully.
Please confirm whether or not you will be attending the interview, by calling the number detailed below.
Yours sincerely
[Name]
[Job Title], [Planning Unit/School/Department], [Telephone Number]
<< Previous
Next>>
Check To Send E-mail
Send
Send All
Exit

After you have checked that all details within the email are correct, click on the **Send** button.

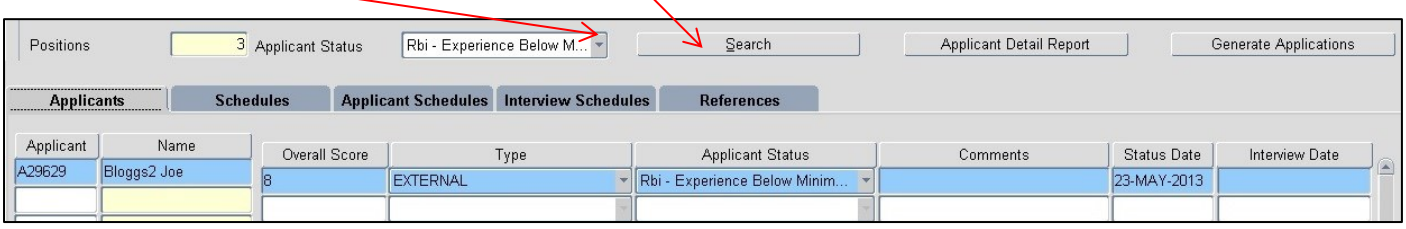
A confirmation message will appear. Click the OK button.

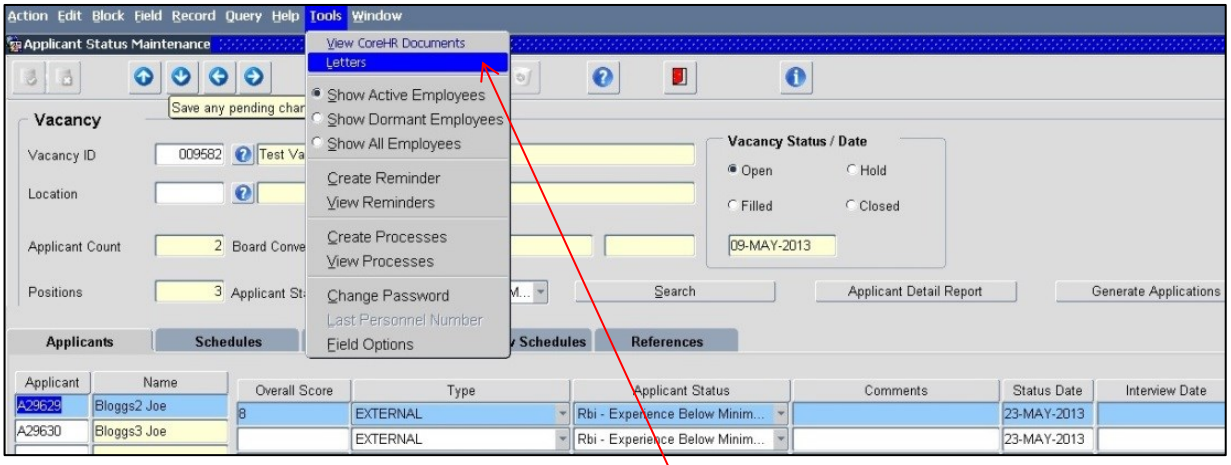
When emailing many applicants simultaneously, the email is tailored to each individual and will not contain details of other applicants. It is good practice to sort the applicants by their applicant status, in the first instance.

This ensures greater reliability, knowing the whole of your target audience is being captured.

For example, if you have a lot of candidates who have an application status of:
Rbi – Experience below minimum required, then you can sort them by their status and send an email to only those applicants with that status.

NB: select the **Applicant Status**, then click on **Search** button





After you have sorted applicants by their status, click on **Tools >> Letters** from the menu at the top of the window.

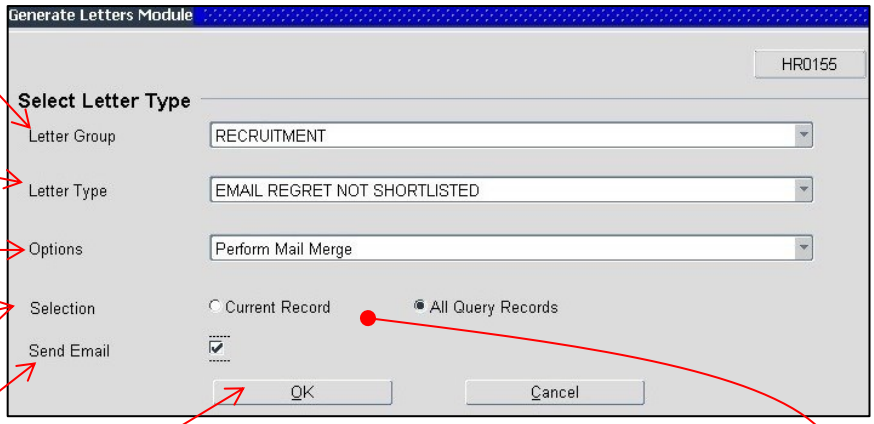
Letter Group - choose Recruitment

Letter Type - choose the one that is applicable to you. In this example, we are regretting unsuccessful apps.

Options - choose Perform Mail Merge

Selection - make sure All Query Records is selected

Send Email - make sure box is ticked

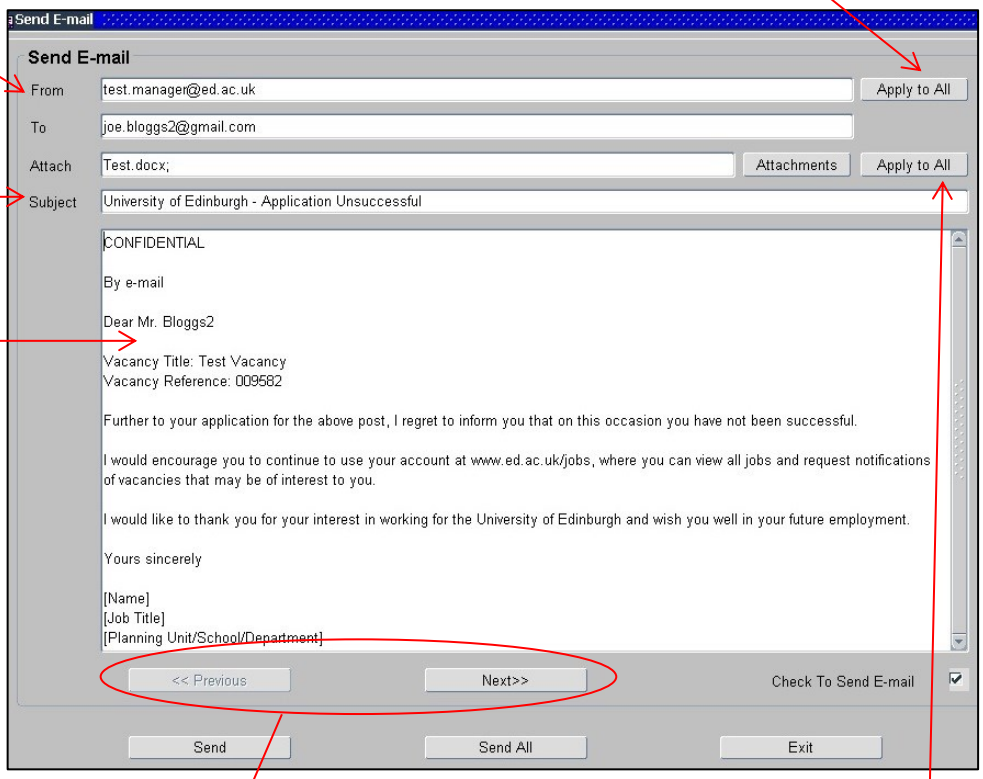


After clicking the **OK** button, the Send E-mail screen will appear.

Within Select Letter Type, the main difference between single emails and group emails is the **Selection** field
When doing a single recipient, choose Current Record
When choosing multiple recipients, choose All Query Records

From: Type your email address, or the email address of another appropriate staff member.

You need to also click on the **Apply to All** button to make sure all recipients see this.


Send E-mail
Send E-mail
From
test.manager@ed.ac.uk
Apply to All
To
joe.bloggs2@gmail.com
Attach
Test.docx;
Attachments
Apply to All
Subject
University of Edinburgh - Application Unsuccessful
CONFIDENTIAL
By e-mail
Dear Mr. Bloggs2
Vacancy Title: Test Vacancy
Vacancy Reference: 009582
Further to your application for the above post, I regret to inform you that on this occasion you have not been successful.
I would encourage you to continue to use your account at www.ed.ac.uk/jobs, where you can view all jobs and request notifications of vacancies that may be of interest to you.
I would like to thank you for your interest in working for the University of Edinburgh and wish you well in your future employment.
Yours sincerely
[Name]
[Job Title]
[Planning Unit/School/Department]
<< Previous
Next>>
Check To Send E-mail
Send
Send All
Exit

Subject: Edit as required

Main Body: Edit as required. Default text is provided and you can change this to suit. You do need to edit the main body and remove any of the [brackets and examples]

NB:
The character limit is 2000

You can attach a document the same way as when you email a single recipient.

However, if you want all recipients to receive the attachment, you need to click on the **Apply to All** button

If you do not want all the recipients to receive the attachment, you would need to individually attach the document to each recipient. You can do this by using the **Next** and **Previous** buttons to scroll between the email recipients.

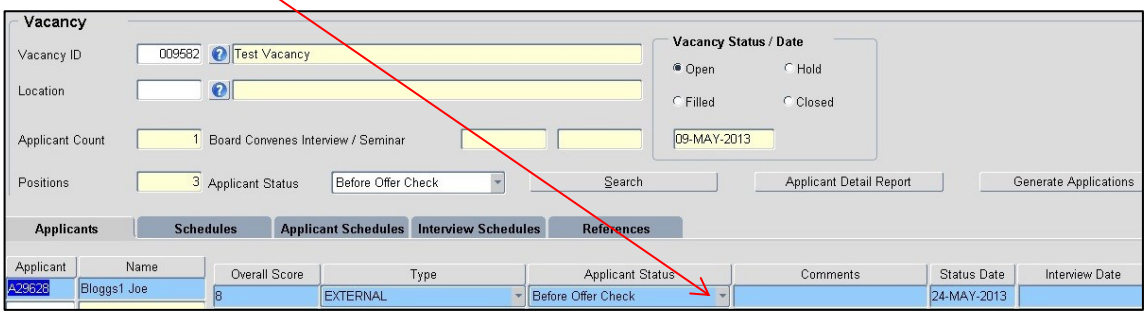
It is good practice to review each email to make sure the content and other details are correct.

When you are happy with this you can send all the emails at the same time by clicking on the **Send All** button.
If you click on the **Send** button, only the email on your screen will be sent and not the other recipients in the group.

How to initiate a Before Offer Check

You have identified the applicant you want to offer the post to.
Before an offer is made to an applicant, it is imperative a **Before Offer Check** is conducted to help manage risk of the appointment.

After the successful applicant is identified, the Recruiter will initiate the Before Offer Check by changing the applicant status to Before Offer Check.



When the Applicant Status is changed to Before Offer Check, this will automatically notify your Local HR, by way of a system generated email.

However, there is an exception to this rule.

If a Date of Birth or National Insurance number is missing, the system will not be able to do a “check” and your Local HR will not be aware you have changed the applicant status to Before Offer Check.
Therefore, your Local HR team will not be able to advise if the Before Offer Check is successful or unsuccessful.

The date of birth field is a mandatory field when an applicant makes an online application.
Therefore, in normal circumstances the DOB field will always have a value.
However, if the Recruiter links an applicant to a vacancy which has not been advertised, the DOB field will be blank.
It is not possible for the Recruiter to update the DOB field in this instance. The Recruiter should email hr.systems@ed.ac.uk or phone 0131 650 8126 and request the DOB to be added to the applicant number (e.g. A12345)
An example of a vacancy which has not been advertised is when you have two applicants that you want to offer a post to and your staff request only indicates one post. In this example, you would create a new vacancy and then link the second successful applicant to the new vacancy, meaning the vacancy would not be advertised.

The National Insurance number is not a mandatory field as some applicants may not have a NI number. The Recruiter would need to check that the applicant has a NI number before changing the applicant status to Before Offer Check.

If an applicant does not have an NI number the recruiter should enter one in the following format:
NM date of birth in 6 digit format D (e.g. applicant DOB is 12 May 1980 Enter like this NM120580D)

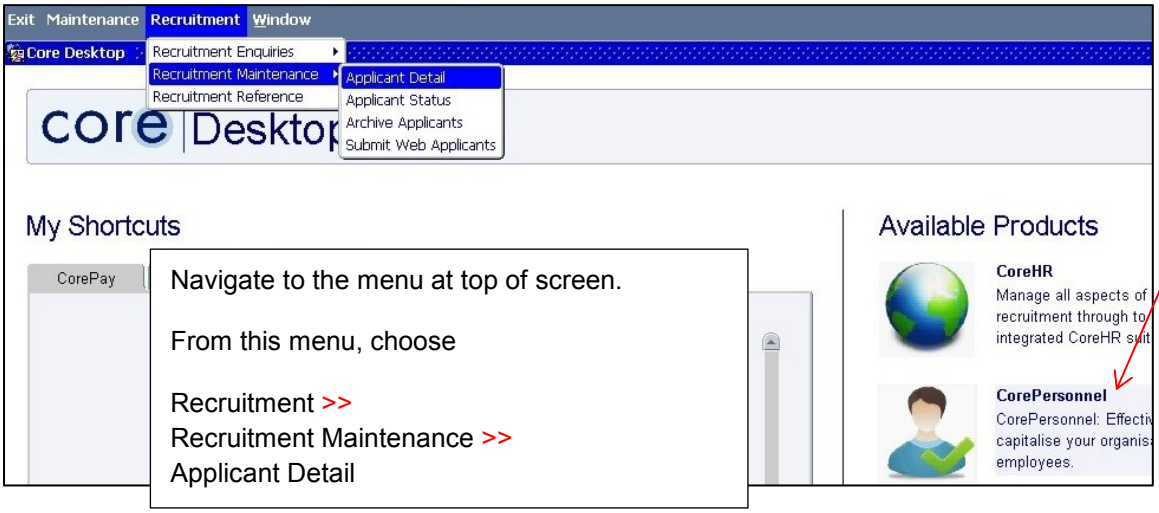
It is possible for the Recruiter to enter the NI number in step 2 of 4 in the Appointment Details screen.
However, this is not advisable as the NI number will not feed into the Oracle HR database, which in turn will stall the process.

The correct way to enter the NI number is in the Applicant Details screen. You get to this screen from the menu Core Personnel >> Recruitment >> Recruitment Maintenance >> Applicant Details

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
Core e-Recruitment
CoreHR
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

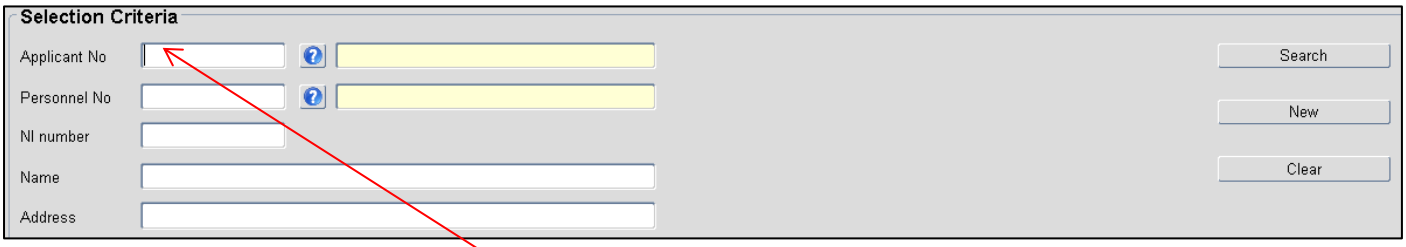
From within the eRecruitment back office, click on Core Personnel



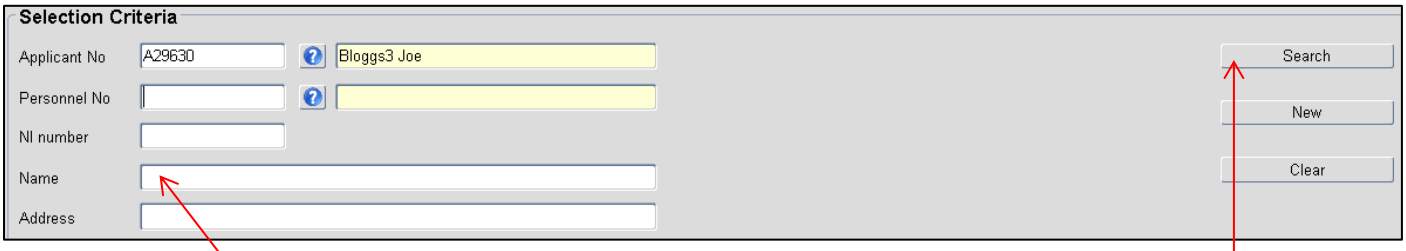
Navigate to the menu at top of screen.

From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Detail

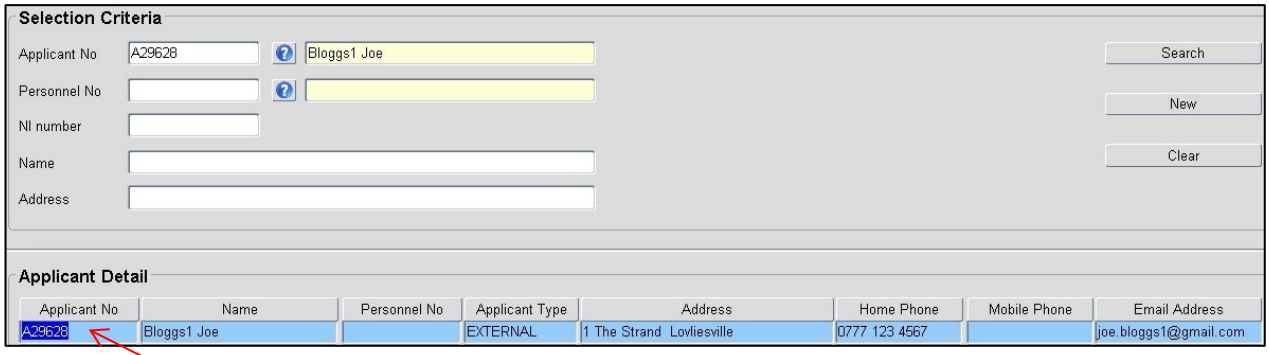


Type the applicant number into the Applicant No field and press Tab or Enter key on your keyboard to activate a search on the applicant number. This will populate the applicant name in the yellow field next to the **Applicant No**



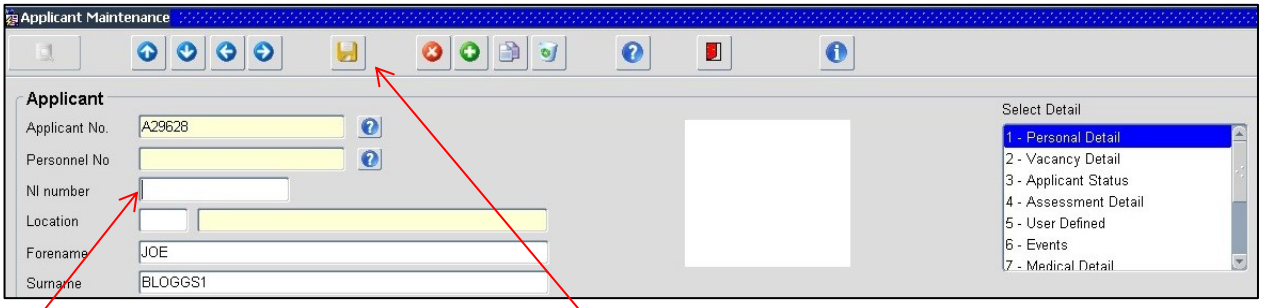
If you are not sure of the applicant number, you can enter all or part of the applicant name in the **Name** field.

You now need to click on the **Search** button, to will show the applicant details.



Double click on the Applicant No.

This will open up the Applicant Maintenance screen

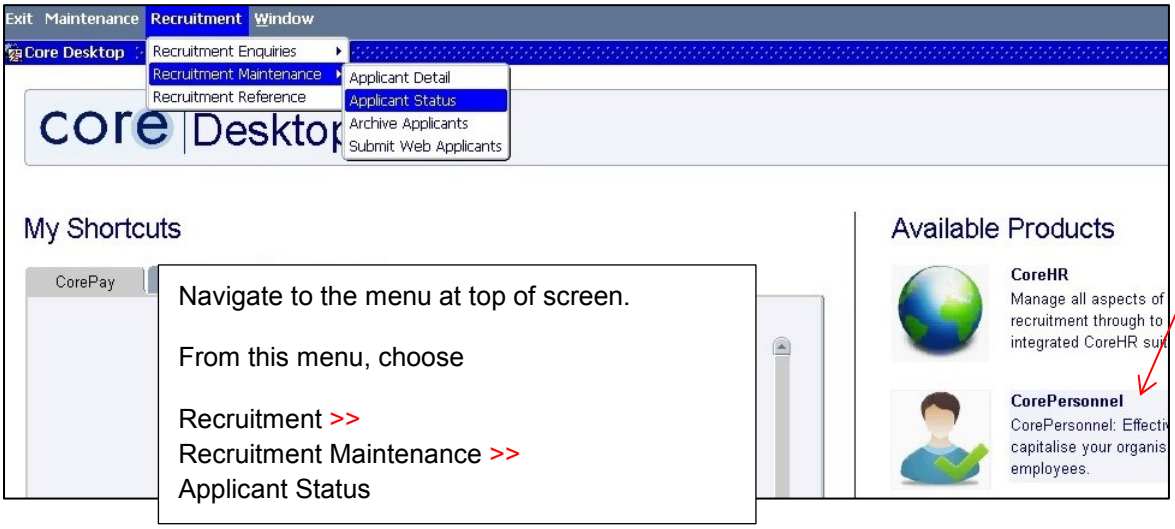


Enter the NI number

Save your action by clicking on yellow floppy disc icon

The Applicant Maintenance screen is where you would check to verify the NI number has been entered.
If there is already a valid NI number visible in this screen and you are sure the date of birth is in the eRecruitment back office, then you can change the status to Before Offer Check.
The access path for this is:

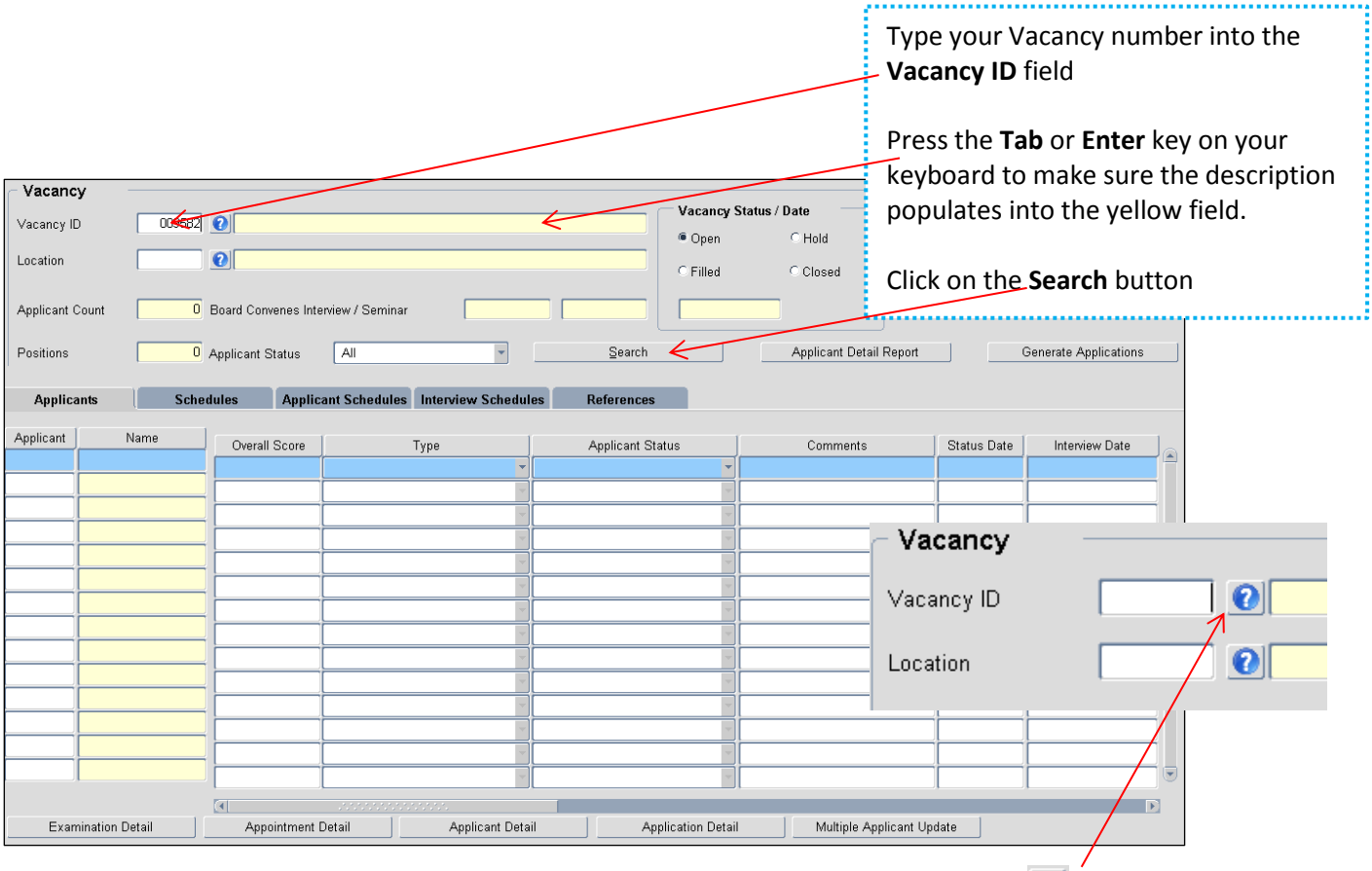
From within the eRecruitment back office, click on Core Personnel



Navigate to the menu at top of screen.

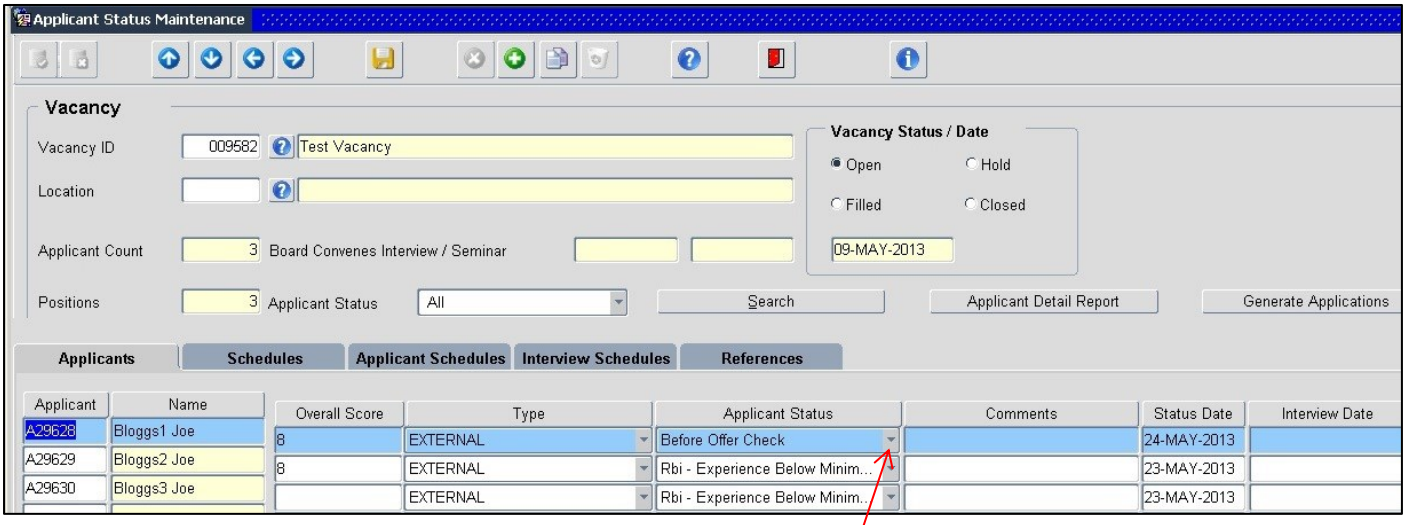
From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Status



Alternatively, you can also search by the description of your vacancy, by clicking on the button.

After clicking the Search button, you will see the Applicant Status Maintenance screen



This is where you would change the applicant status to Before Offer Check, which would notify your Local HR team

When your Local HR team receive the notification, they will assess the situation and then notify the Recruiter of the outcome.

This will be in the form of either a **Successful Check** or an **Unsuccessful Check**.

If the outcome is a **Successful Check**, Local HR will contact the Recruiter with details of how to proceed.
Within eRecruitment, the Successful Check falls into 4 main categories:

- New Start
- Casual Member of Staff
- Current / Current and Ex-Employee
- Ex-Employee

Following the notification from Local HR to the Recruiter, Local HR will change the applicant status to Successful Check for all of the 4 categories except New Start. If the Successful Check is a New Start, then the Recruiter can update the Applicant Status to Successful Check.

NB: The Recruiter may be required to carry out further action depending upon the specific results of the successful check. (This will be communicated to the Recruiter by Local HR)

- For a **Casual Member of Staff** or **Current / Current and Ex-Employee**, the Recruiter will need to complete the **Transfer User Defined fields**.
- For an **Ex-Employee**, the Recruiter may need to complete the **Rehires User Defined fields**.

After the Applicant Status has been changed to Successful Check, the Recruiter may offer the post to the successful applicant.

If the Before Offer Check is an Unsuccessful Check, Local HR will contact the Recruiter to advise this outcome.

Local HR will change the applicant's status to Unsuccessful Check in Back Office.

The applicant will not be offered the post and the Recruiter should advise the applicant they have been unsuccessful.

How to offer a post to successful applicant from the system via email

After your Local HR team has confirmed the Before Offer Check has been successful, you can go ahead and offer the post to the successful applicant

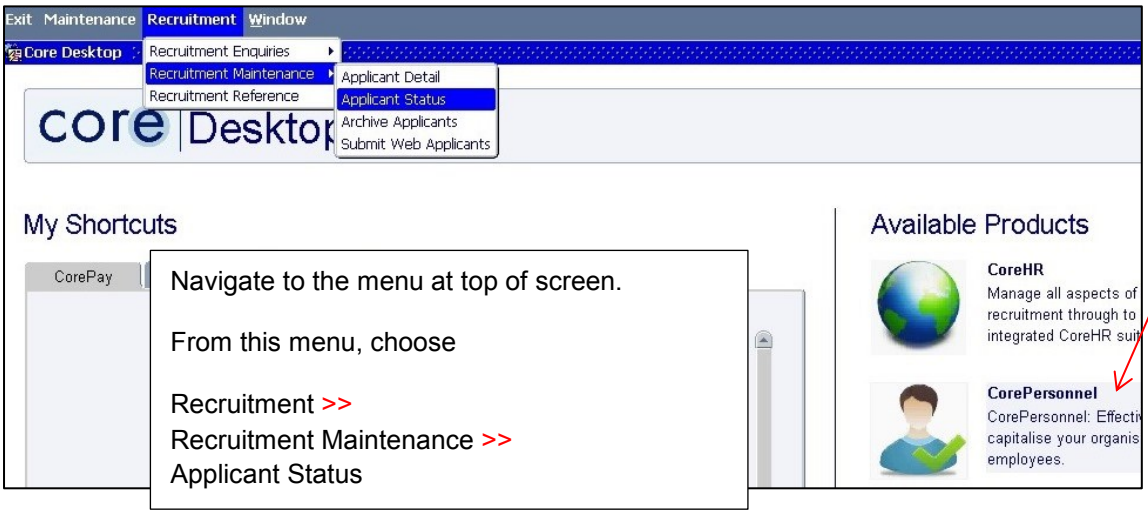
This can be done either by sending an email via the eRecruitment system or by telephone.

To send an offer email via the eRecruitment system, you will need to firstly access the Applicant Status Maintenance screen.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
Core e-Recruitment
CoreHR
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

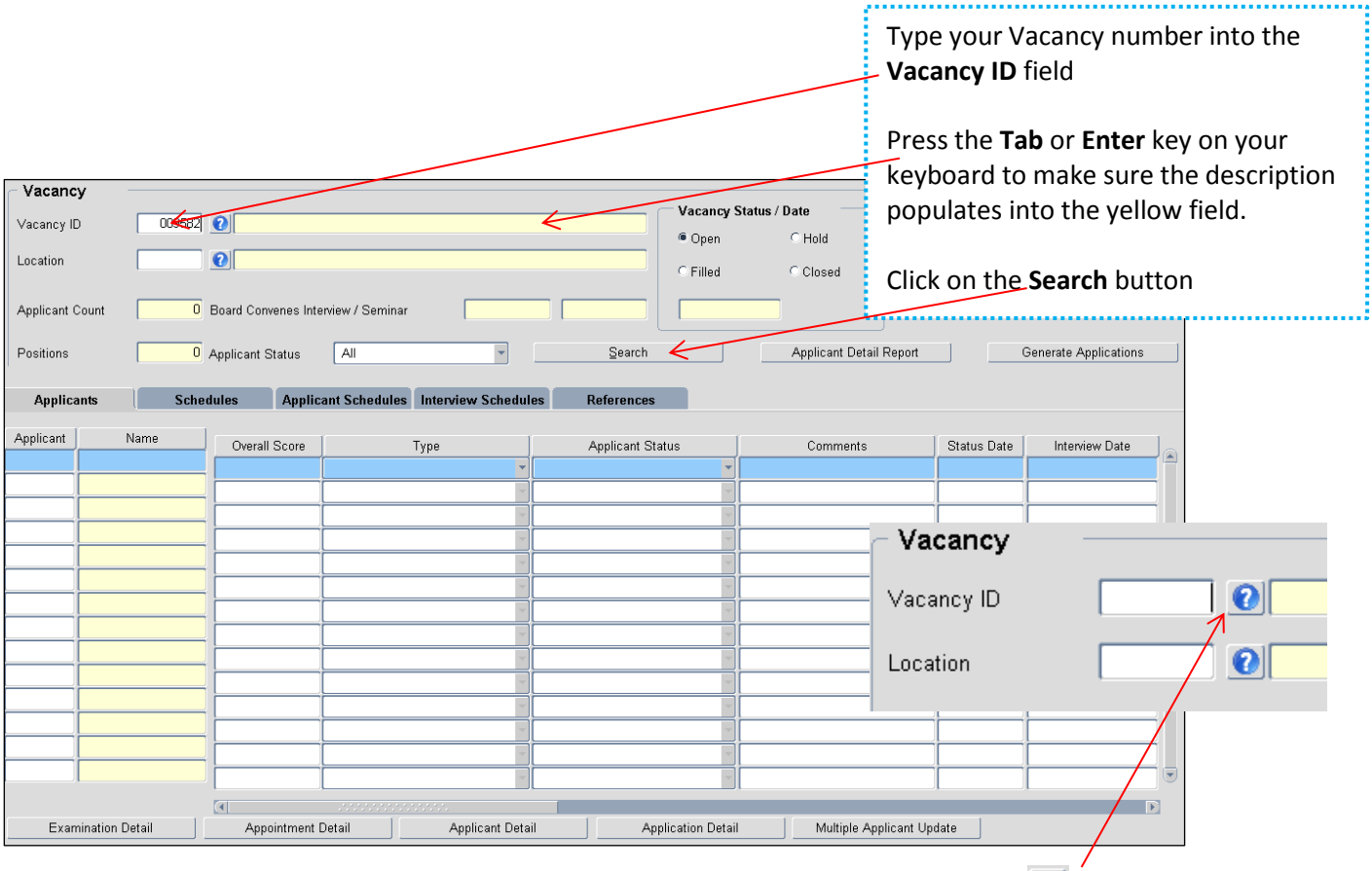
From within the eRecruitment back office, click on Core Personnel



Navigate to the menu at top of screen.

From this menu, choose

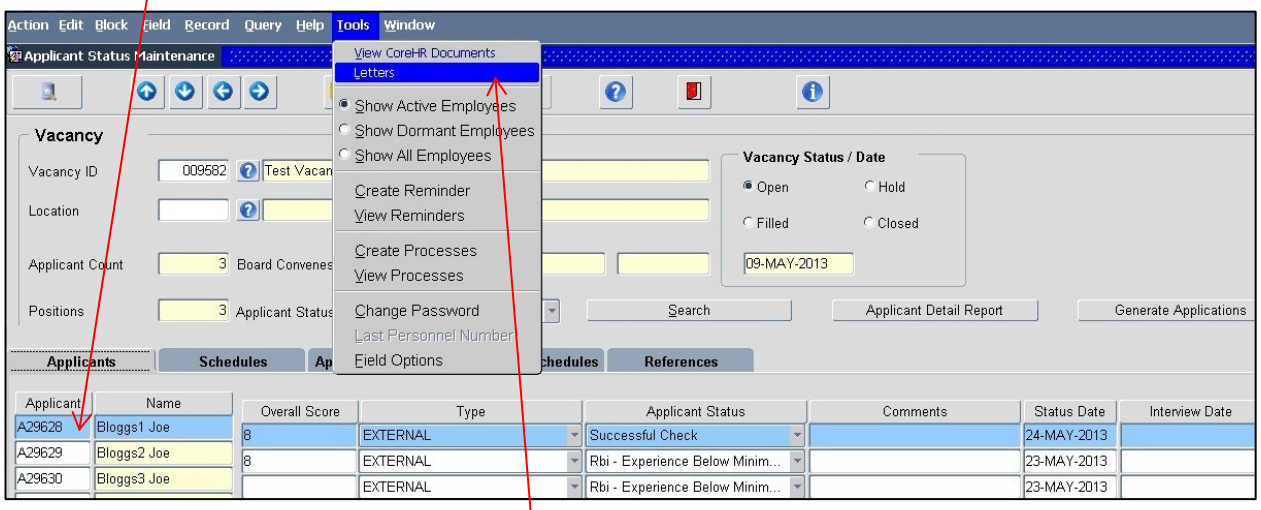
Recruitment >>
Recruitment Maintenance >>
Applicant Status



Alternatively, you can also search by the description of your vacancy, by clicking on the button.

After clicking the Search button, you will see the Applicant Status Maintenance screen

If you are emailing one applicant individually, make sure your desired recipient is highlighted in your list of applicants. You can see **A29628 Joe Bloggs1** is highlighted in the screenshot below.



After your applicant is selected, click on **Tools >> Letters** from the menu at the top of the window.

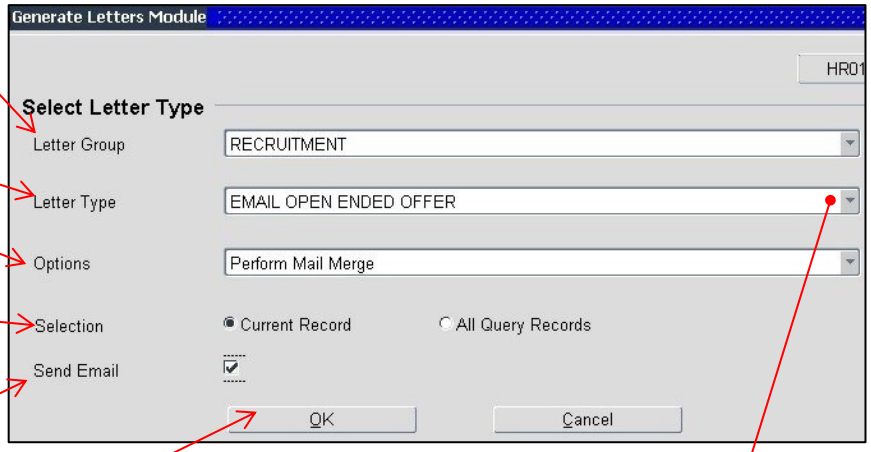
Letter Group - choose Recruitment

Letter Type - choose the one that is applicable to you. In this example, we are making an open ended offer

Options - choose Perform Mail Merge

Selection - make sure Current Record is selected

Send Email - make sure box is ticked



After clicking the **OK** button, the Send E-mail screen will appear.

EMAIL FIXED TERM OFFER
EMAIL FIXED TERM OFFER CONDITIONAL
EMAIL OPEN ENDED OFFER
EMAIL OPEN ENDED OFFER CONDITIONAL

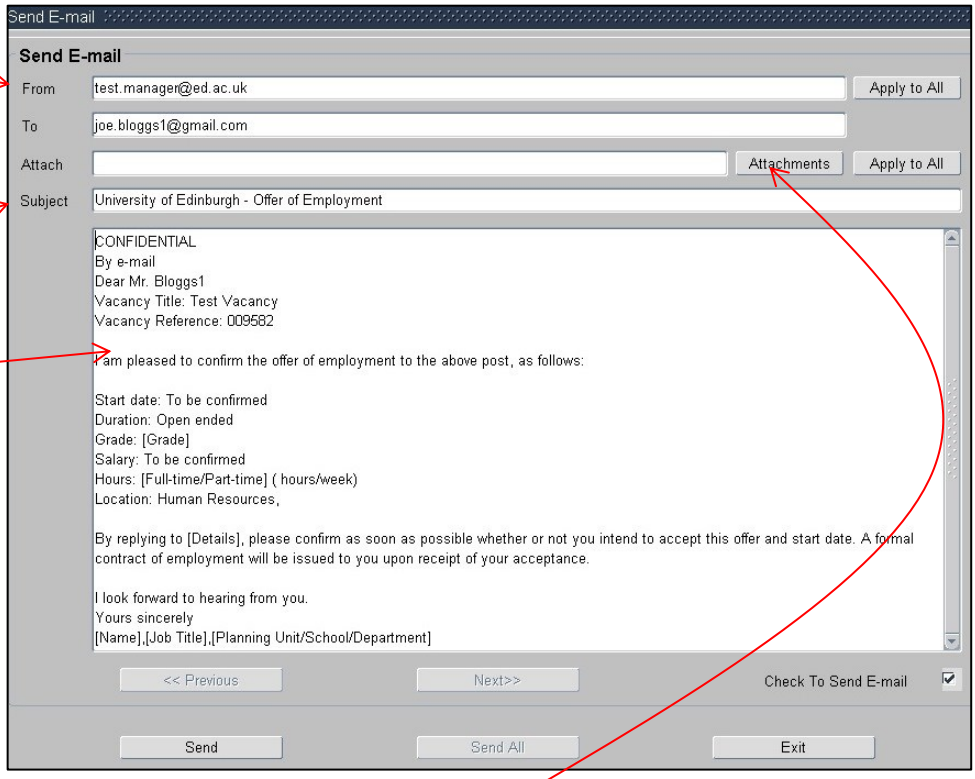
The main Letter types when making an offer to an applicant are

From: Type your email address, or the email address of another appropriate staff member.

Subject: Edit as required

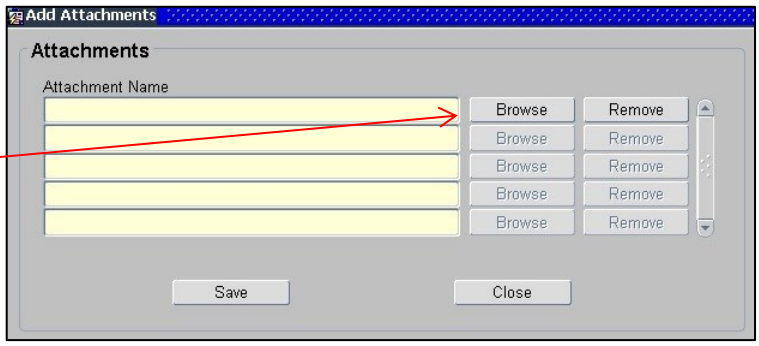
Main Body: Edit as required. Default text is provided and you can change this to suit. You do need to edit the main body and remove any of the [brackets and examples]

NB:
The character limit is 2000


Send E-mail
Send E-mail
From
test.manager@ed.ac.uk
Apply to All
To
joe.bloggs1@gmail.com
Attach
Attachments
Apply to All
Subject
University of Edinburgh - Offer of Employment
CONFIDENTIAL
By e-mail
Dear Mr. Bloggs1
Vacancy Title: Test Vacancy
Vacancy Reference: 009582
I am pleased to confirm the offer of employment to the above post, as follows:
Start date: To be confirmed
Duration: Open ended
Grade: [Grade]
Salary: To be confirmed
Hours: [Full-time/Part-time] (hours/week)
Location: Human Resources,
By replying to [Details], please confirm as soon as possible whether or not you intend to accept this offer and start date. A formal contract of employment will be issued to you upon receipt of your acceptance.
I look forward to hearing from you.
Yours sincerely
[Name],[Job Title],[Planning Unit/School/Department]
<< Previous
Next>>
Check To Send E-mail
Send
Send All
Exit

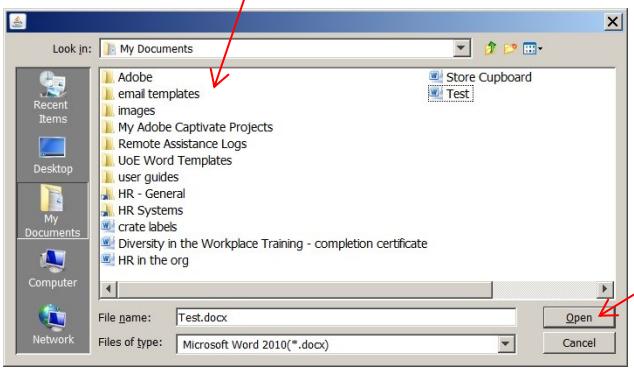
You can attach a document to your email, by clicking on the **Attachments** button.

After you have clicked on the Attachments button, the Add Attachments window will appear.



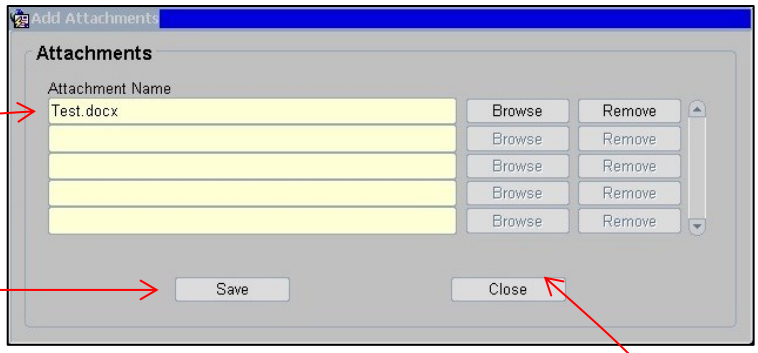
To attach the document from your computer, click on the **Browse** button.

This will open up a window to allow you to select your document. It may open your My Documents folder by default.

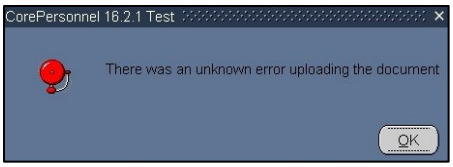


Once you have selected your document, click on the **Open** button

The Add Attachments window will appear again and you can see your document in the yellow **Attachment Name** field



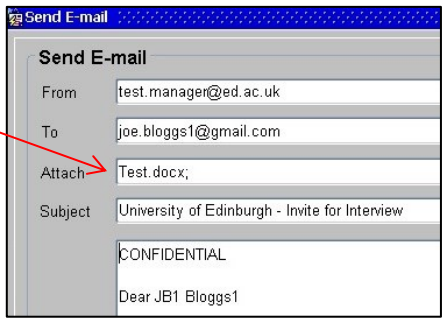
Then click on the **Save** button



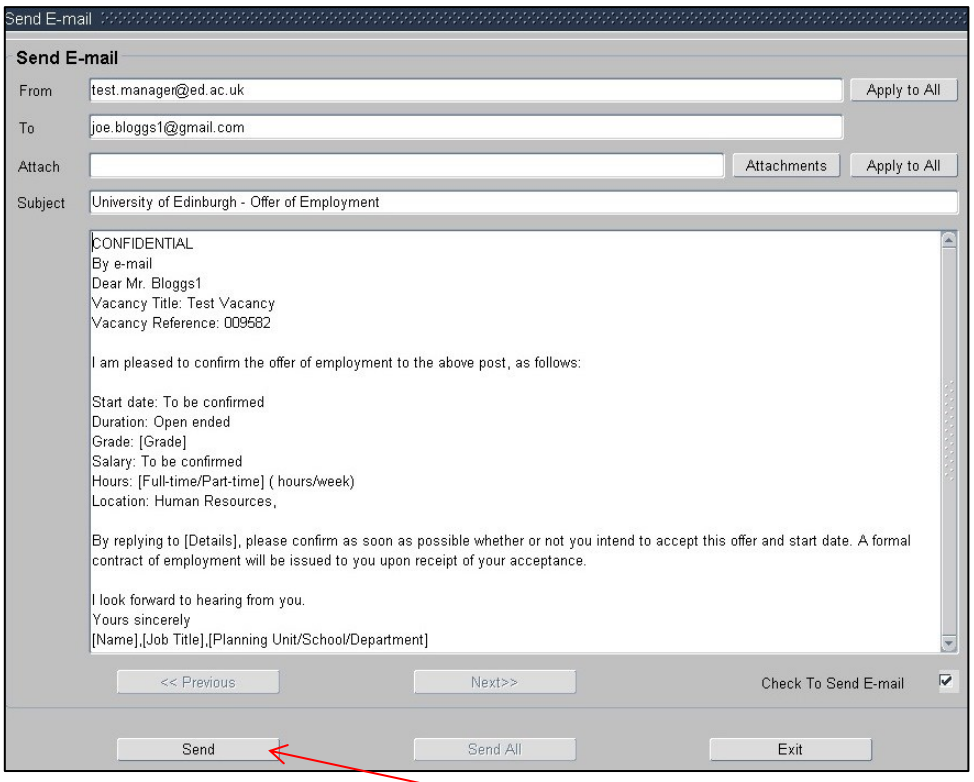
You will then see two message windows.
Click **OK** to both, then click on the **Close** button

You are then returned to your Send E-mail window

You can now see your attachment.



You are not able to remove an attachment from the Send E-mail window. You have to go back into the Add Attachment window and click the Remove button, then the Save button.


Send E-mail
Send E-mail
From
test.manager@ed.ac.uk
Apply to All
To
joe.bloggs1@gmail.com
Attach
Attachments
Apply to All
Subject
University of Edinburgh - Offer of Employment
CONFIDENTIAL
By e-mail
Dear Mr. Bloggs1
Vacancy Title: Test Vacancy
Vacancy Reference: 009582
I am pleased to confirm the offer of employment to the above post, as follows:
Start date: To be confirmed
Duration: Open ended
Grade: [Grade]
Salary: To be confirmed
Hours: [Full-time/Part-time] (hours/week)
Location: Human Resources,
By replying to [Details], please confirm as soon as possible whether or not you intend to accept this offer and start date. A formal contract of employment will be issued to you upon receipt of your acceptance.
I look forward to hearing from you.
Yours sincerely
[Name],[Job Title],[Planning Unit/School/Department]
<< Previous
Next>>
Check To Send E-mail
Send
Send All
Exit

After you have checked that all details within the email are correct, click on the **Send** button.

A confirmation message will appear. Click the OK button.

How to complete appointment details once the post has been offered to the successful applicant

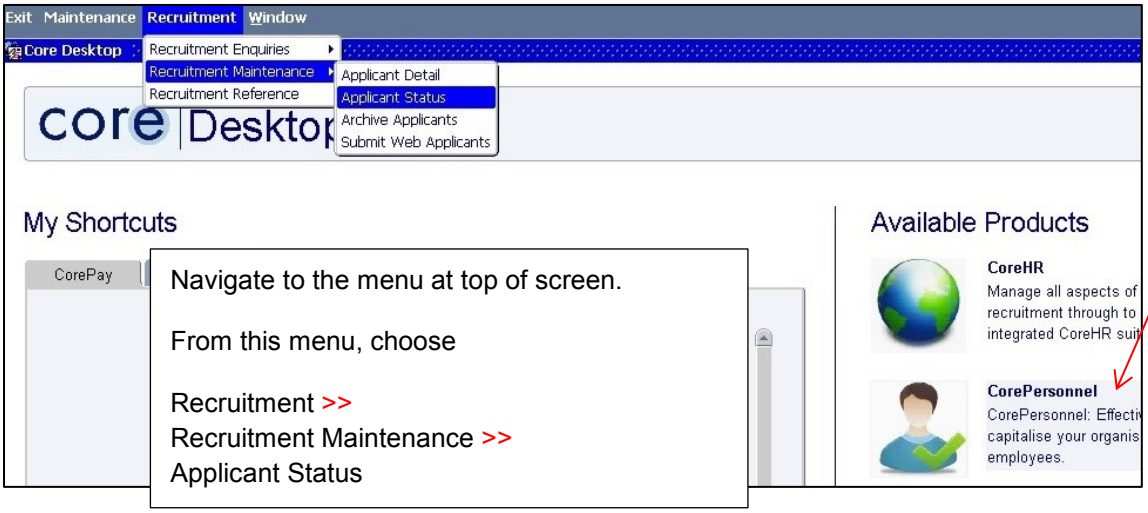
It should be noted, you would only complete the appointment details after the successful applicant has accepted the offer and not before.

To update the appointment details for the successful applicant, you need to be in the **Applicant Status** screen, within Back office.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
Core e-Recruitment
CoreHR
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

From within the eRecruitment back office, click on Core Personnel



Navigate to the menu at top of screen.

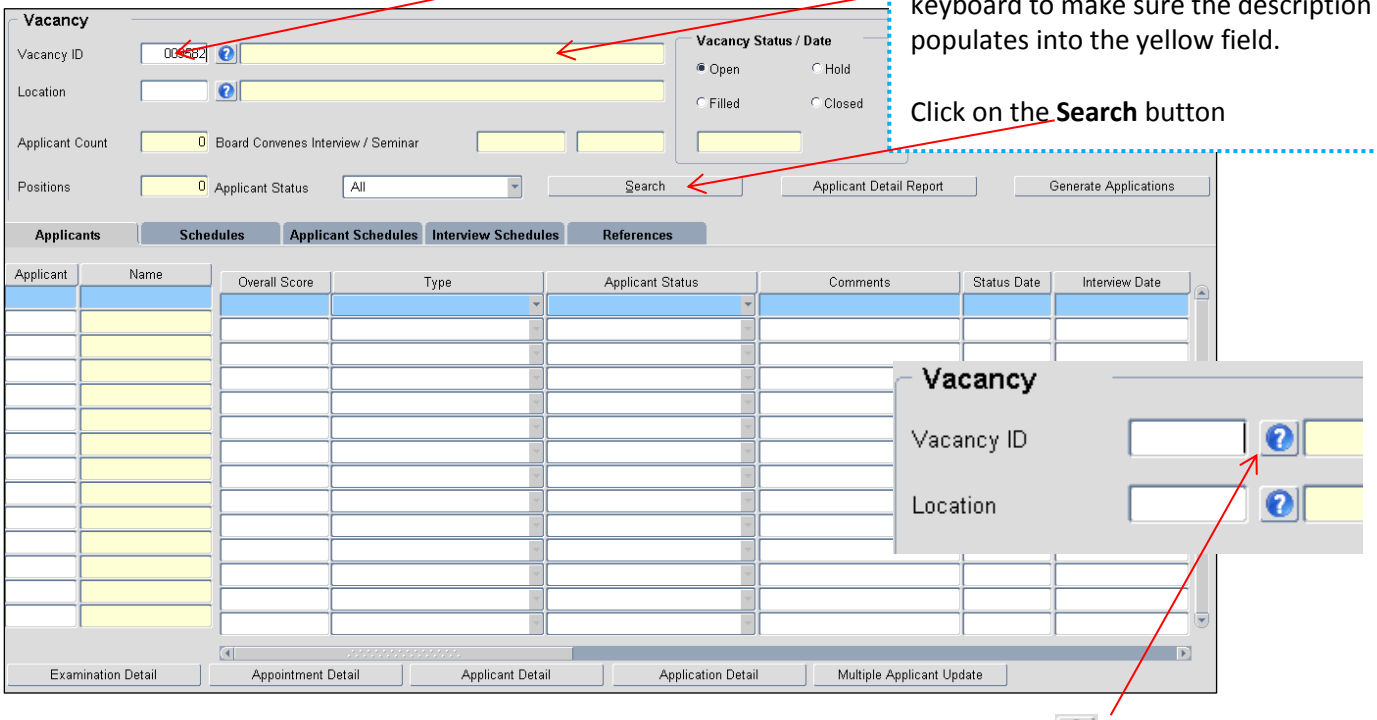
From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Status

Type your Vacancy number into the **Vacancy ID** field

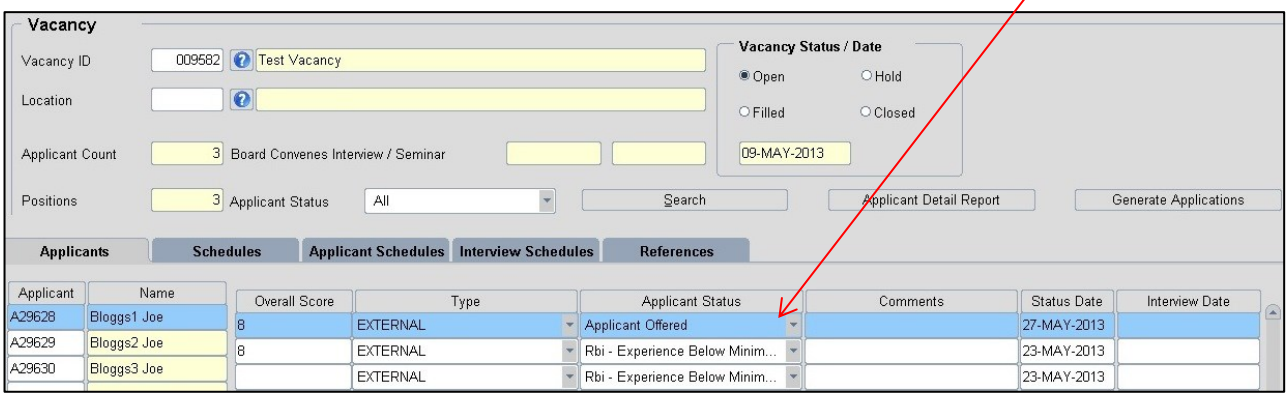
Press the **Tab** or **Enter** key on your keyboard to make sure the description populates into the yellow field.

Click on the **Search** button



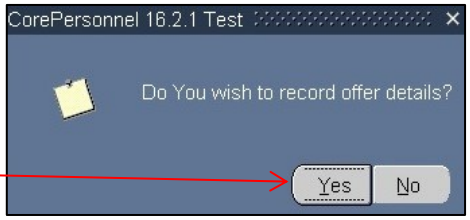
Alternatively, you can also search by the description of your vacancy, by clicking on the button.

Make sure the correct applicant is selected and update the Applicant Status to show **Applicant Offered**.



You will then see a message asking you if you want to record offer details.

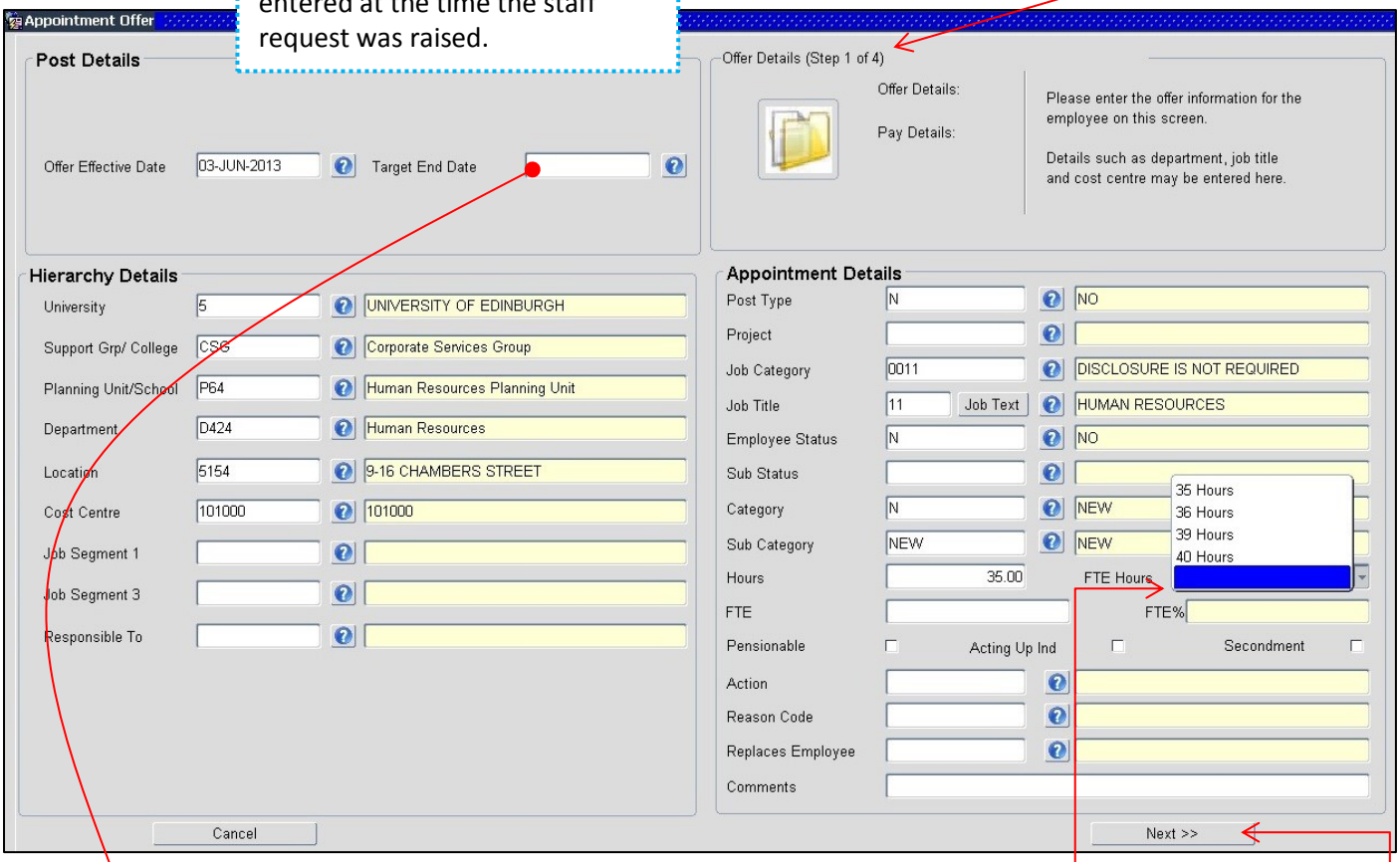
Click on the **Yes** button.



After clicking on the **Yes** button to record the offer details, the **Appointment Offer** screen will appear.

There are 4 steps for Appointment Offer, with your starting screen being **step 1 of 4**

Most of the information will be populated already as this was entered at the time the staff request was raised.



Previously, we used the **Target End Date** field. However, moving forward the Recruiter would use Contract End Date in **step 2 of 4**.
If your Appointment is open ended, the Target End Date field will be blank. If Appointment is Fixed, there will be a date in the Target End Date field. If you need to amend this, do the amendment in the Contract End Date field in **step 2 of 4**.

NB: For HTBN Contracts

Hours will be 0. You need to type 1 into the **FTE** field then **Tab** key

Select **35 Hours** from the list.

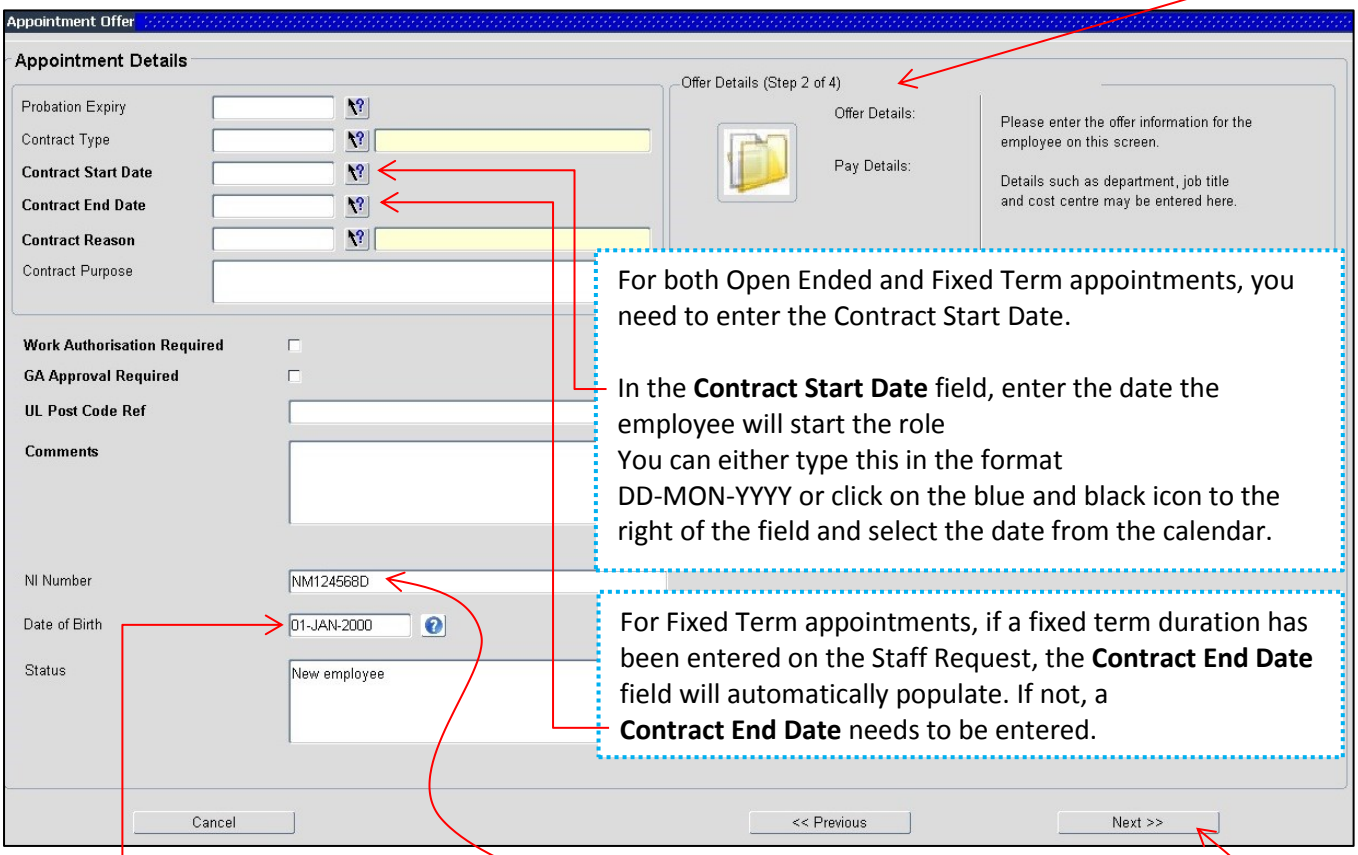
On the **FTE Hours** field, click the drop down list to reveal 4 options.
Select which is applicable.
Then press the **Tab or Enter** key on your keyboard.
This will populate the FTE and FTE% field.

After the FTE field and the FTE% fields are populated, click on the **Next** button

For Reference:
35 Hours - Applicable contract types - AC, AM, TR1, UE
36 Hours - Applicable contract types - MC
39 Hours - Applicable contract types - MA
40 Hours - Applicable contract types - ACN, ACN2, ACT, AMN, AMN2, AMT

The screen below allows you to enter start and end dates and check if the Date of Birth is in the system.

This Screen is **step 2 of 4**



For both Open Ended and Fixed Term appointments, you need to enter the Contract Start Date.

In the **Contract Start Date** field, enter the date the employee will start the role
You can either type this in the format DD-MON-YYYY or click on the blue and black icon to the right of the field and select the date from the calendar.

For Fixed Term appointments, if a fixed term duration has been entered on the Staff Request, the **Contract End Date** field will automatically populate. If not, a **Contract End Date** needs to be entered.

The **Date of Birth** field is a mandatory field for an online application. Therefore, in normal circumstances the DOB field will always have a value.
However, if the Recruiter links an applicant to a vacancy which has not been advertised, the DOB field will be blank.
The Recruiter should not update the DOB field in this screen. The Recruiter should email hr.systems@ed.ac.uk or phone 0131 650 8126 and request the DOB be added to the applicant number (e.g. A12345)

An example of a vacancy which has not been advertised is when you have two applicants that you want to offer a post too and your staff request only indicates one post. In this example, you would create a new vacancy and then link the second successful applicant to the new vacancy, meaning the vacancy would not be advertised.

The **National Insurance** number is not a mandatory field when applying online, as some applicants may not have a NI number.

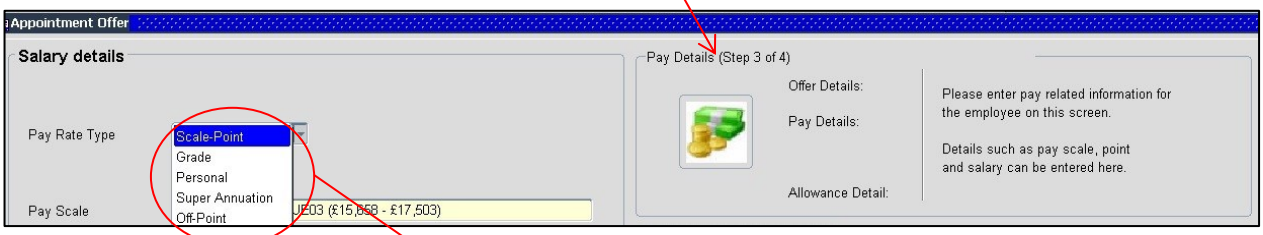
It is possible for the Recruiter to enter the NI number in this field. However, this is not advisable as the NI number will not feed into the Oracle HR database, which in turn will stall the process.

The correct way to enter the NI number is in the Applicant Details screen.
You get to this screen from the menu:
Core Personnel >> Recruitment >> Recruitment Maintenance >> Applicant Details

Click the **Next** button to take you to the next step

You will now see the Salary details screen.

This screen is **step 3 of 4**

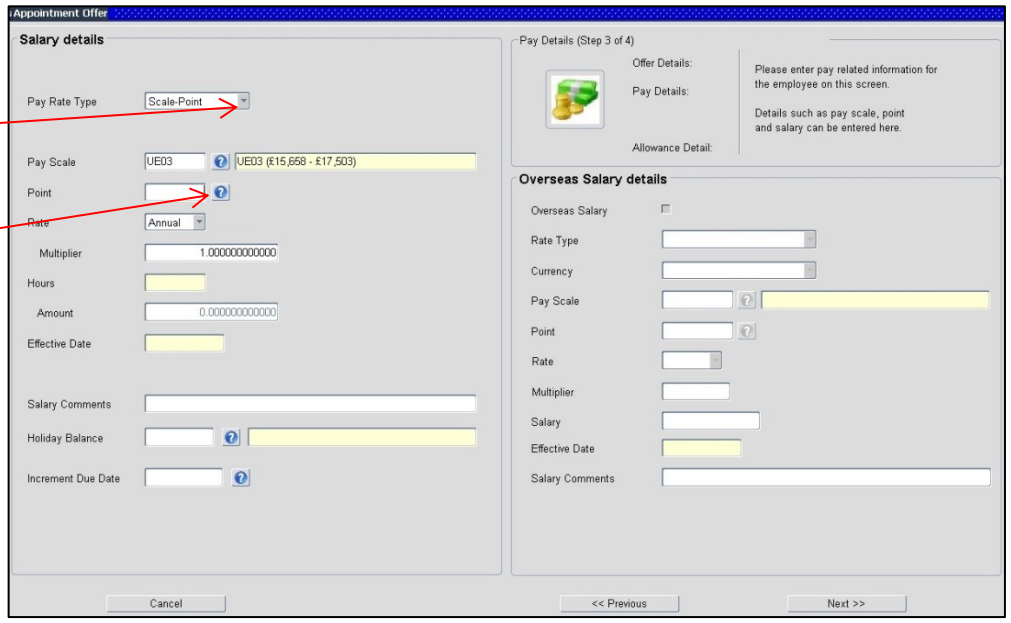


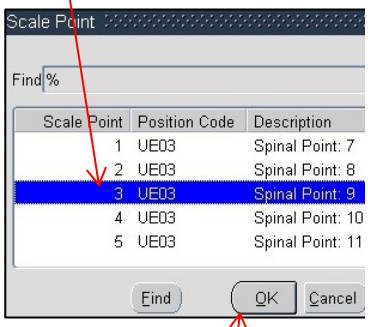
From here, you would choose either **Scale-Point** or **Off-Point** from the Pay Rate Type drop down list.

The majority of appointments will be Scale Point Salary.

Select **Scale-Point** from the list

In the **Point** field, click the icon and choose from a list. In this example, Scale point 3 for UE03 grade has been selected.

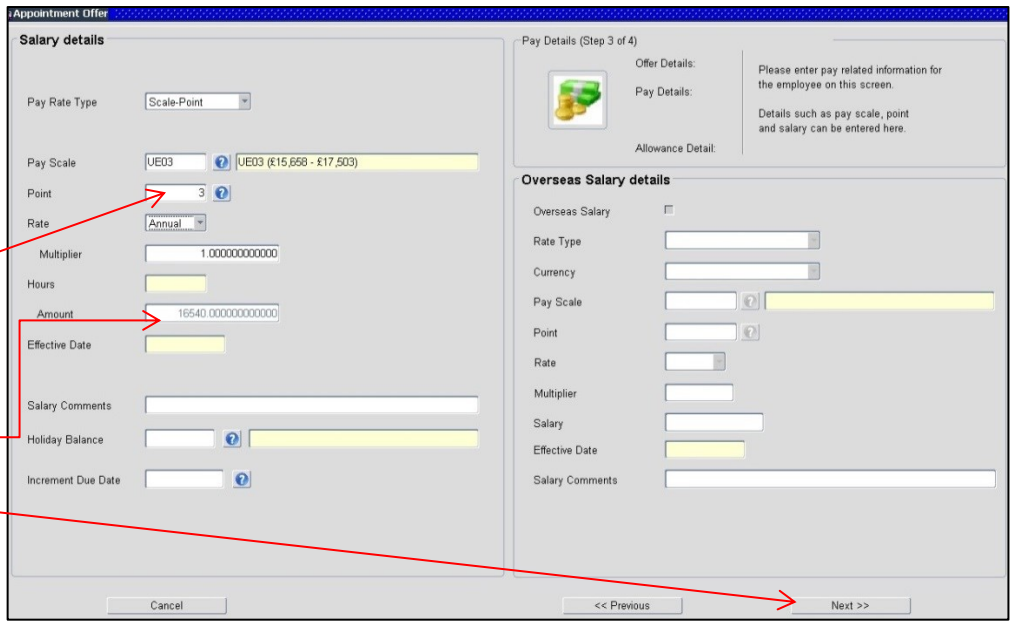


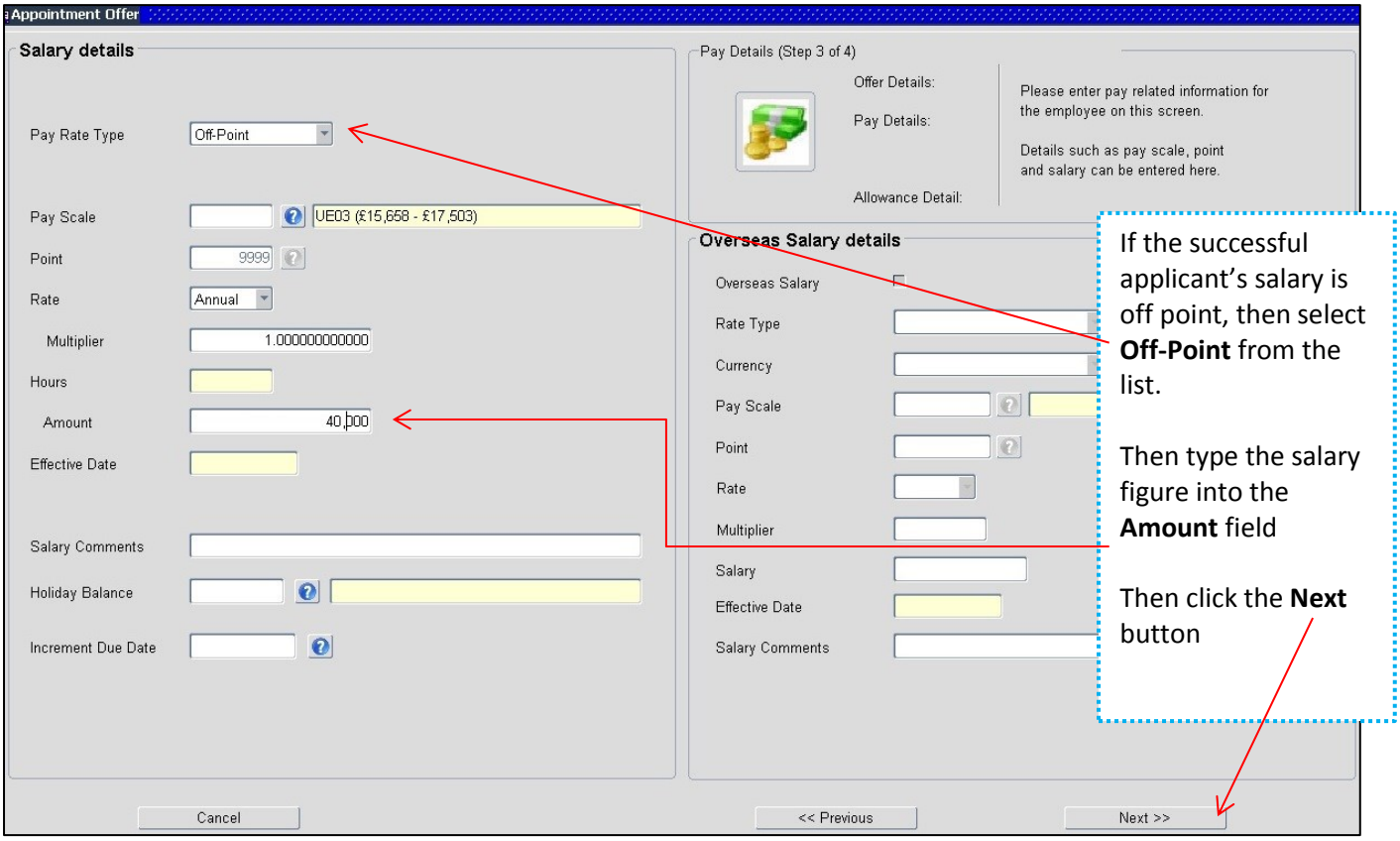


After you click the **OK** button, the Scale point will be visible.

Press the **Tab** or **Enter** key on your keyboard. This will populate the salary in the **Amount** field.

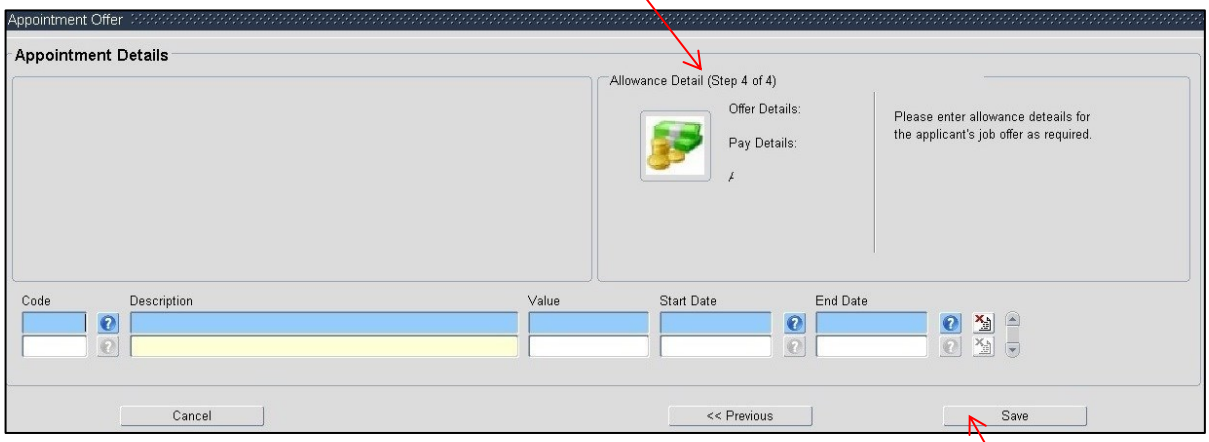
Then click the **Next** button.





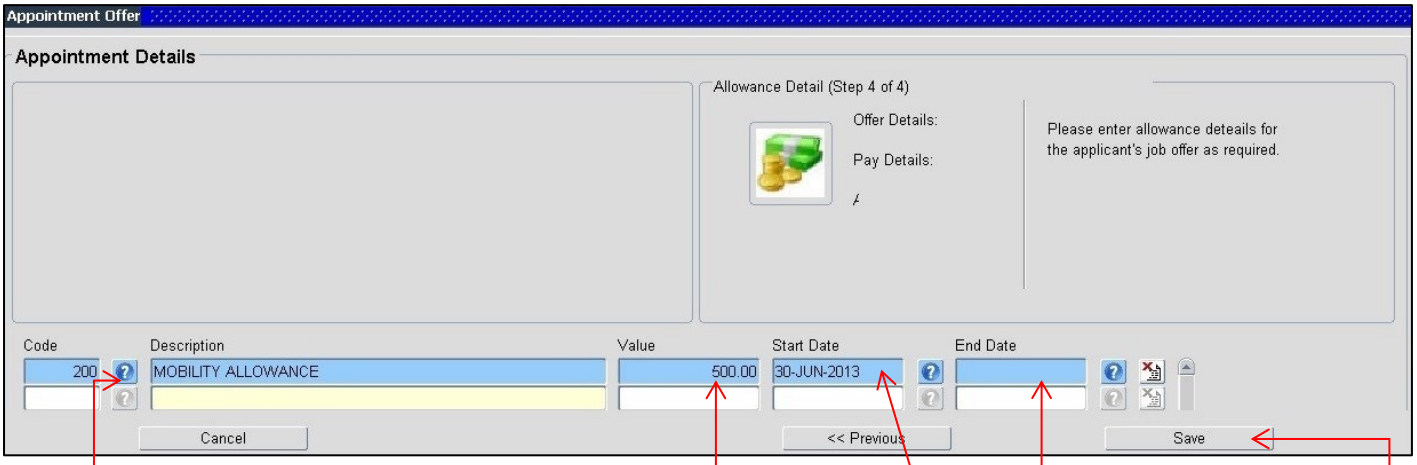
NB: If you have an instance where a discretionary point is to be applied, this cannot be done via eRecruitment. For discretionary salary points, refer to your local HR.

After clicking the Next button you will see the **Allowances** screen which is **step 4 of 4**

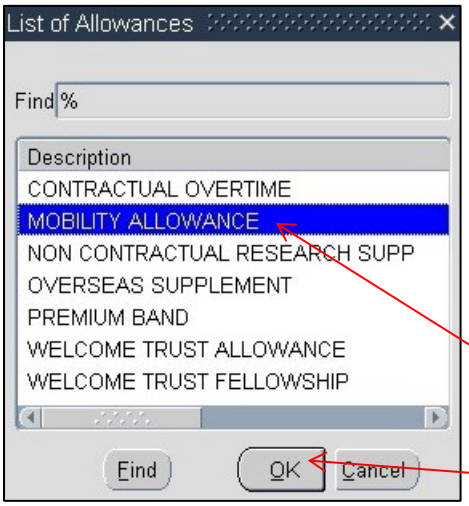


If any contractual allowances have been agreed during negations with the successful applicant, these would be entered in this screen.

If no contractual allowances have been agreed, click the **Save** button, then the OK button.



To add an allowance, click the icon



This will open up a list for you to choose an allowance type

In this example, Mobility Allowance has been chosen. Click on **Mobility Allowance**

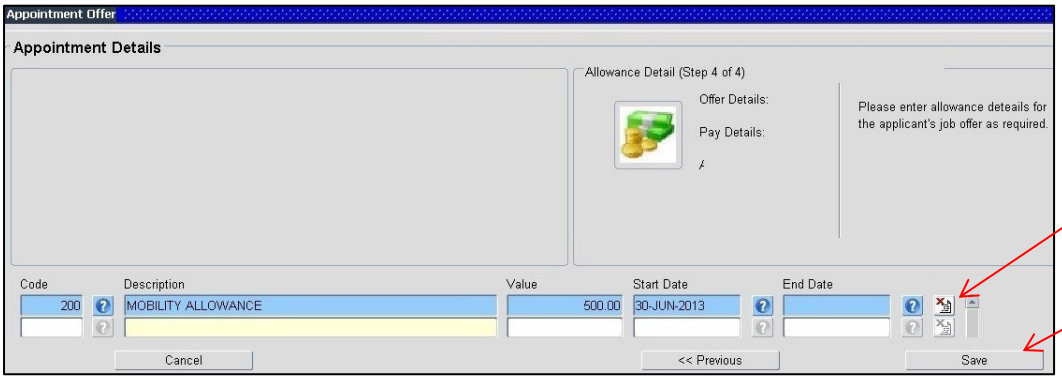
Then click the **OK** button

After you have chosen your allowance, you need to type the allowance amount in the **Value** field.

You do not need to enter an **End Date**

Then enter a **Start Date**. Enter in a DD-MON-YYYY format or click the icon to choose from a calendar.

After you have entered the details of the contractual allowance, click the **Save** button, then **OK** button



If you have entered an allowance incorrectly, you can delete this by clicking on the icon

Then click the **Save** button, then **OK** button

How to complete the User Defined fields

The User Defined fields are applicable to appointments for:

- existing members of staff
- ex-members of staff
- vacancies which require a PVG check

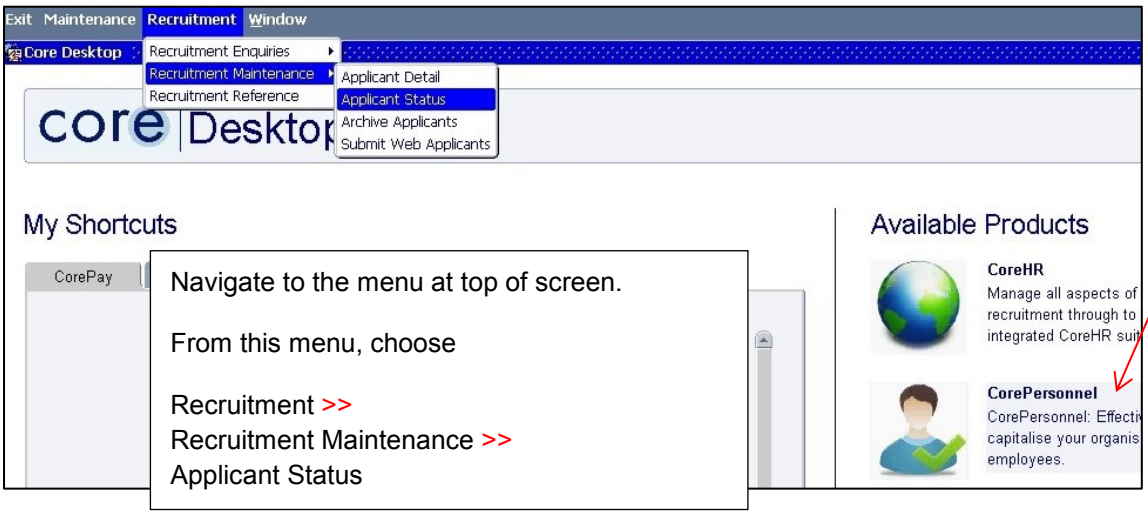
Following a Before Offer Check, User Defined Fields may need to be completed and Local HR will advise the Recruiter which User Defined Fields should be completed if applicable.

To access the User Defined Fields, you need to be in the **Applicant Status Maintenance** screen.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
Core e-Recruitment
CoreHR

From within the eRecruitment back office, click on Core Personnel



Navigate to the menu at top of screen.

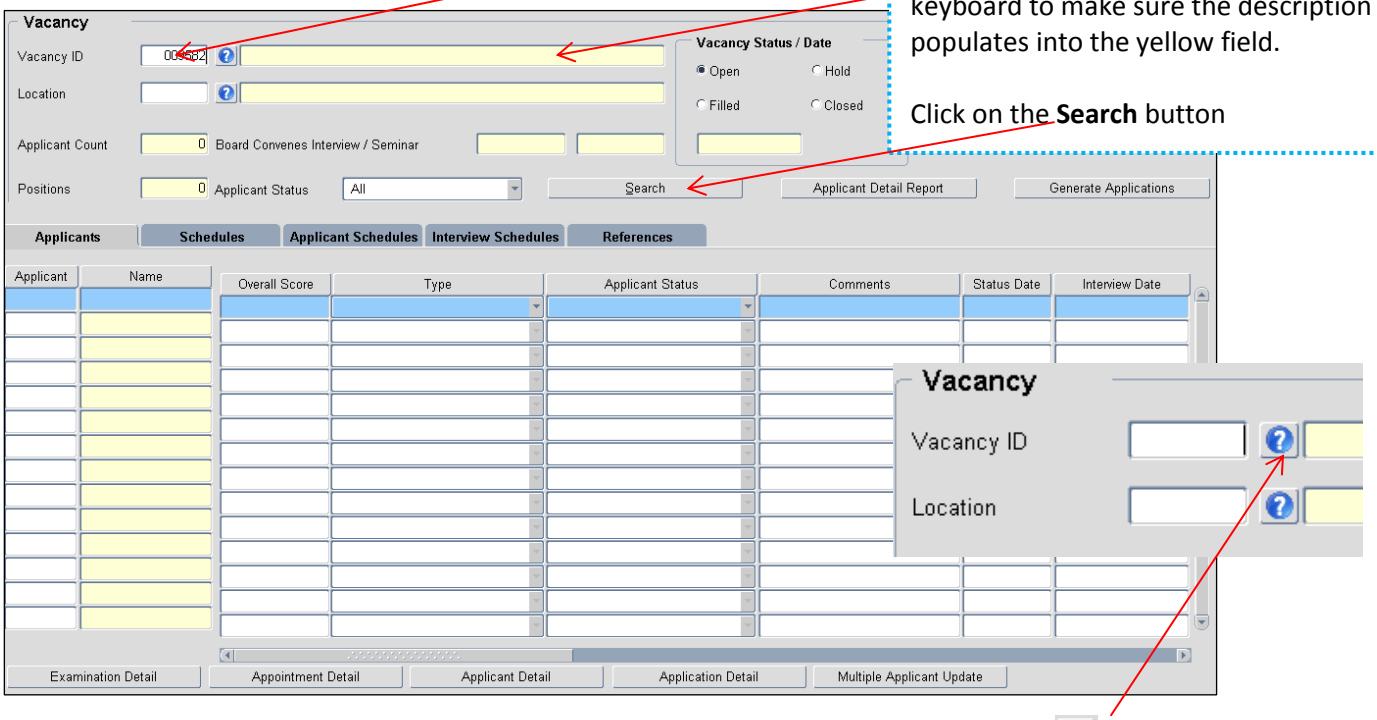
From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Status

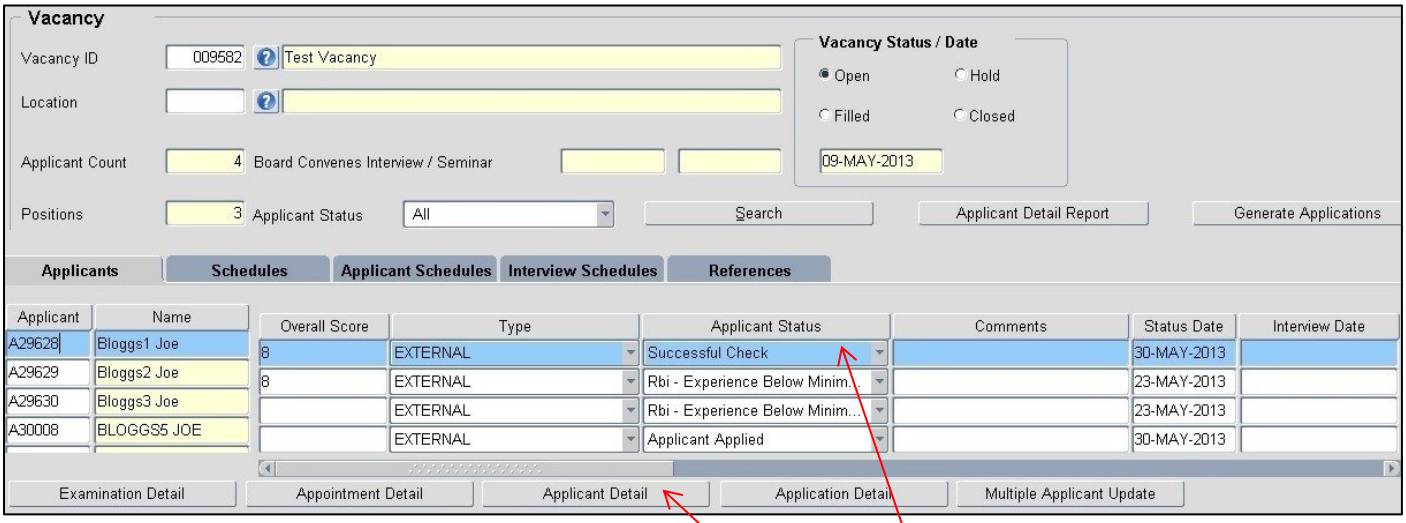
Type your Vacancy number into the **Vacancy ID** field

Press the **Tab** or **Enter** key on your keyboard to make sure the description populates into the yellow field.

Click on the **Search** button

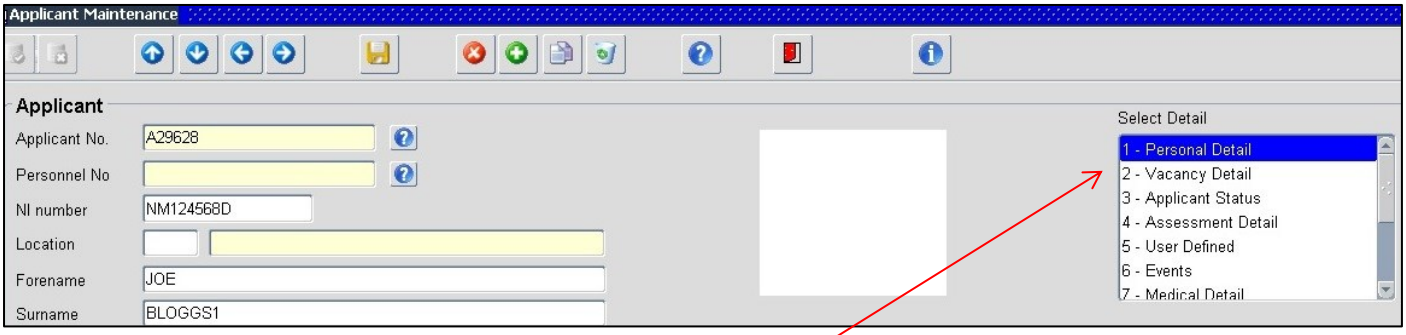


Alternatively, you can also search by the description of your vacancy, by clicking on the button.

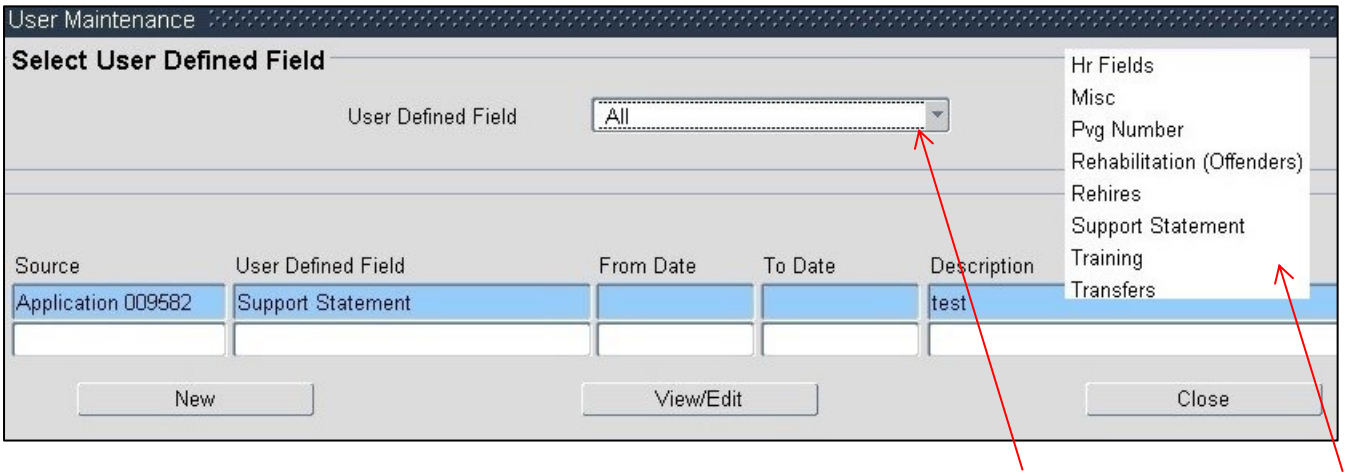


The Recruiter will notice Local HR has updated the applicant status to reflect the outcome of the before offer check.

Make sure the successful applicant is highlighted and click on the **Applicant Detail** button

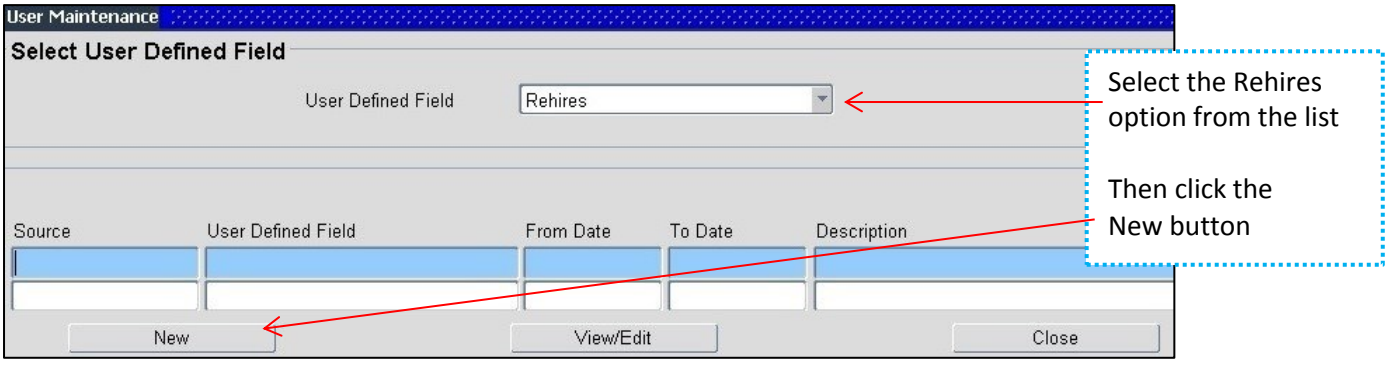


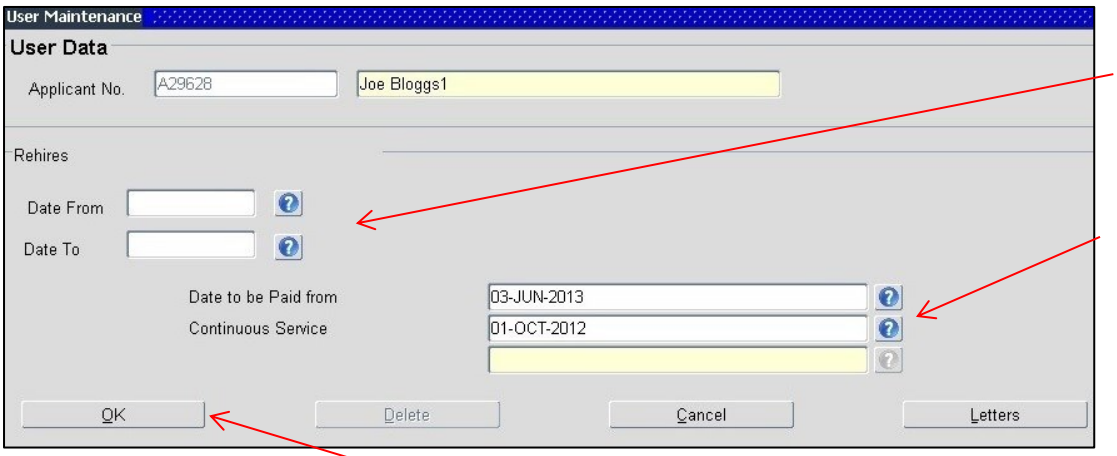
In the Applicant Maintenance screen, click on **5 - User Defined**



You will then see the **Select User Defined Field** screen. Click on the drop down list to reveal your options

When Local HR advise the Recruiter to complete the **Rehires User Defined Field** (usually when the successful applicant is deemed an **Ex-Employee**), the Recruiter should check with Local HR that a final process date has been entered for the successful applicant and then do the following:



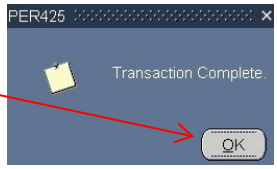


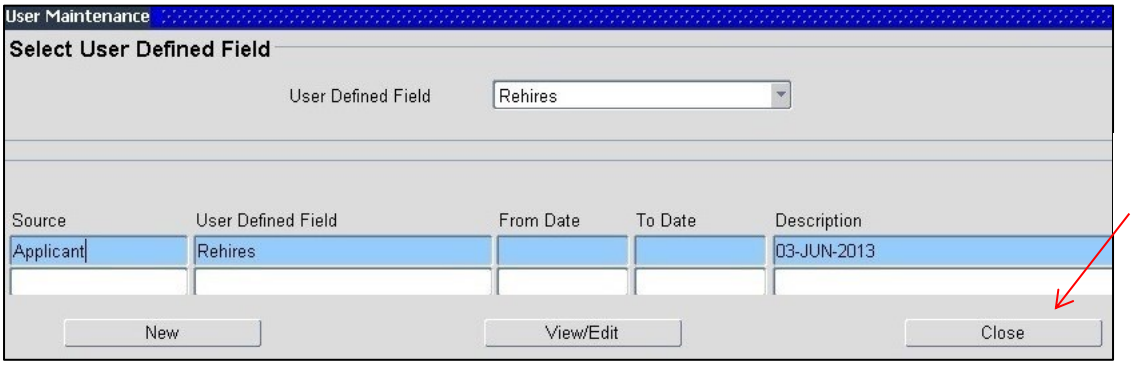
You do not need to enter anything in the **Date From** and **Date To** fields.

Enter the **Date to be paid from** and **Continuous Service** dates, in the format **DD-MON-YYYY** or click on the icon and select date from the calendar.

After entering your dates, click on the **OK** button

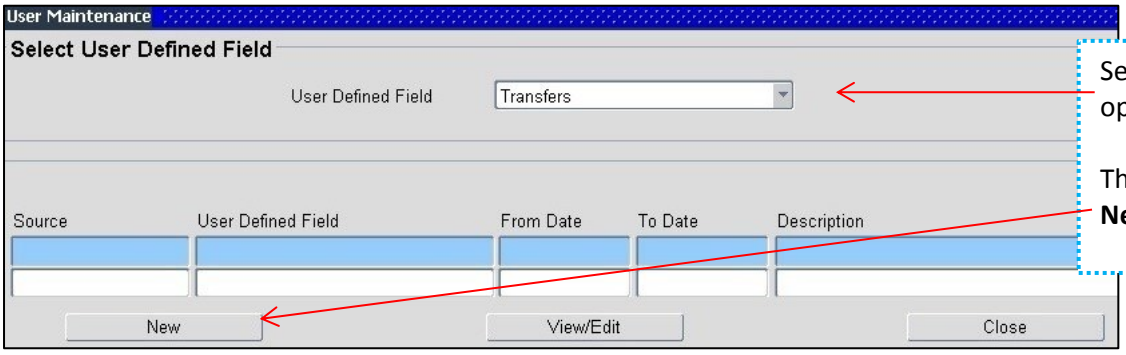
Then click **OK** button on the confirmation message





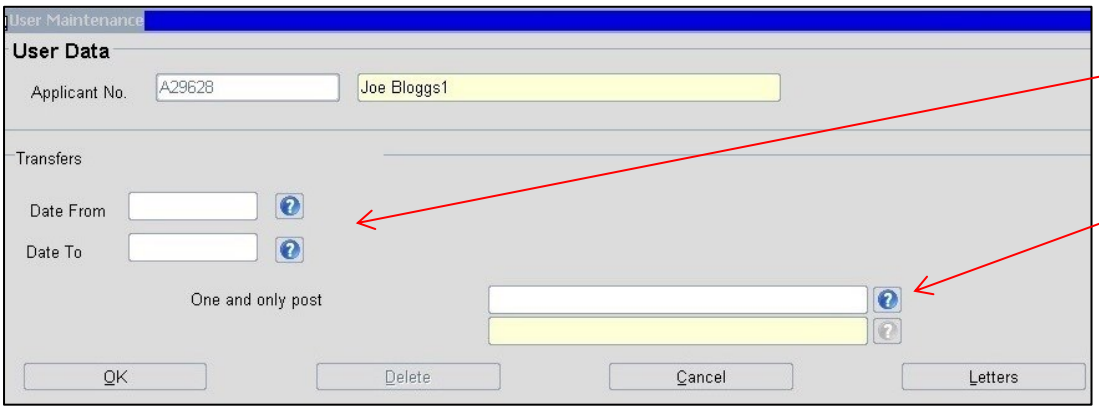
Then click on the **Close** button

When Local HR advise the Recruiter to complete the **Transfers User Defined Field** (usually when the successful applicant is deemed a **Current/ Current & Ex-Employee**), the Recruiter should do the following:



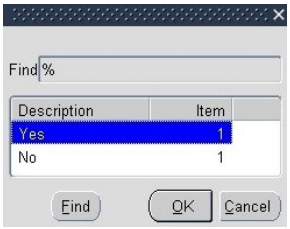
Select the Transfers option from the list

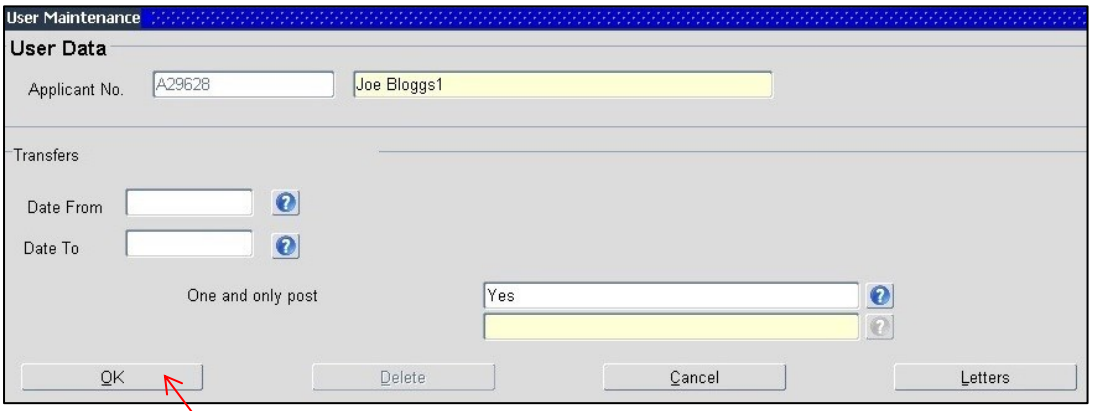
Then click the **New** button



You do not need to enter anything in the **Date From** and **Date To** fields.

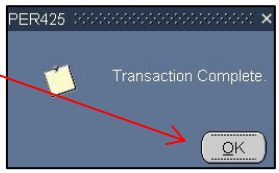
click on the icon and select either Yes or No

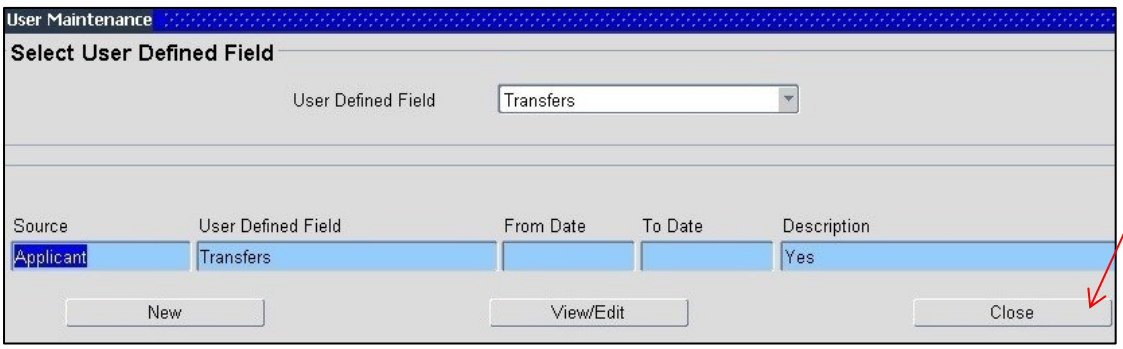




click on the **OK** button

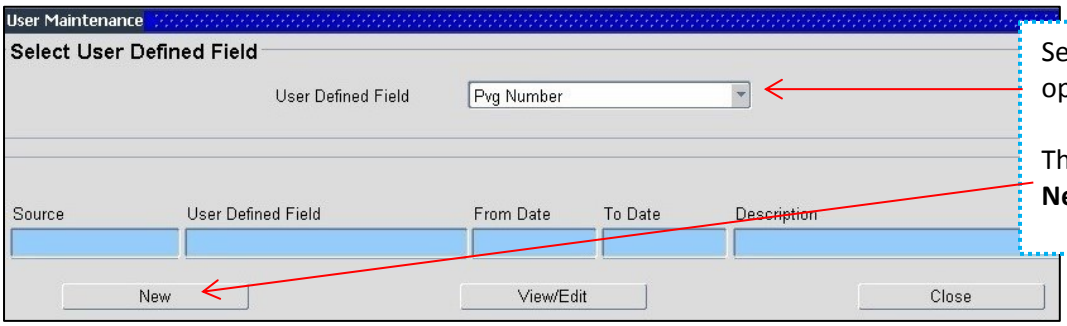
Then click **OK** button on the confirmation message





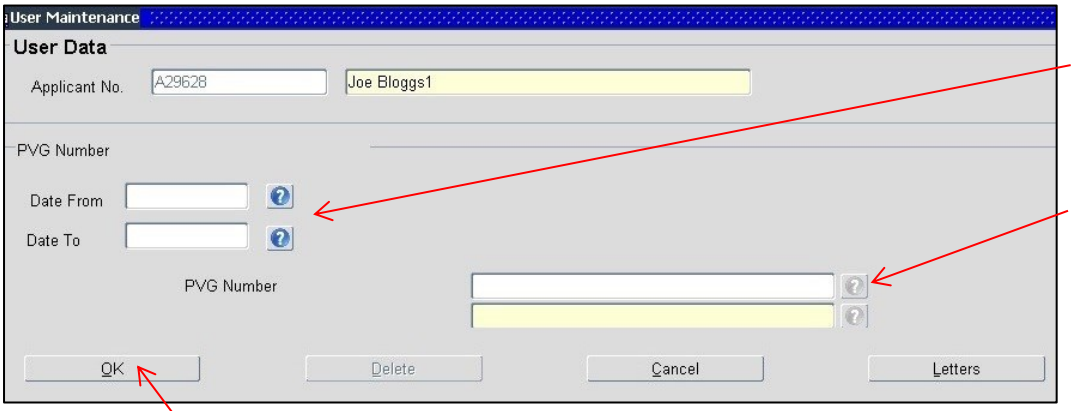
Then click on the **Close** button

If the vacancy required a PVG check, you will need to complete the PVG user defined field.



Select **Pvg Number** option from the list

Then click the **New** button

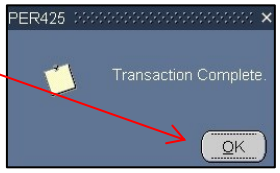


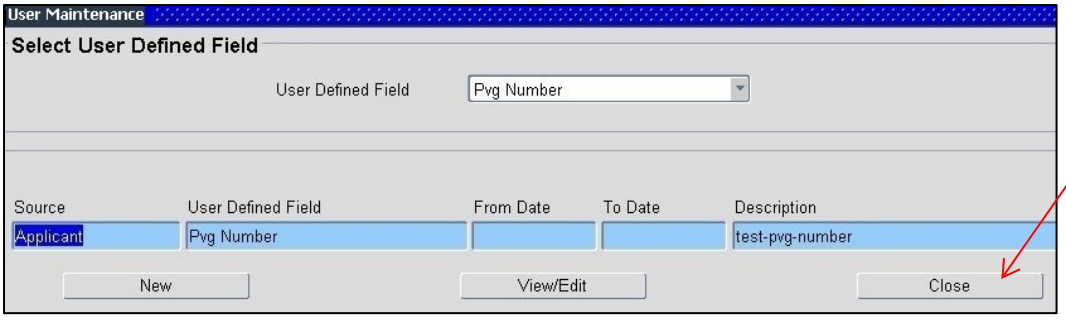
You do not need to enter anything in the **Date From** and **Date To** fields.

Type the PVG number into the **PVG Number** field

click on the **OK** button

Then click **OK** button on the confirmation message





Then click on the **Close** button

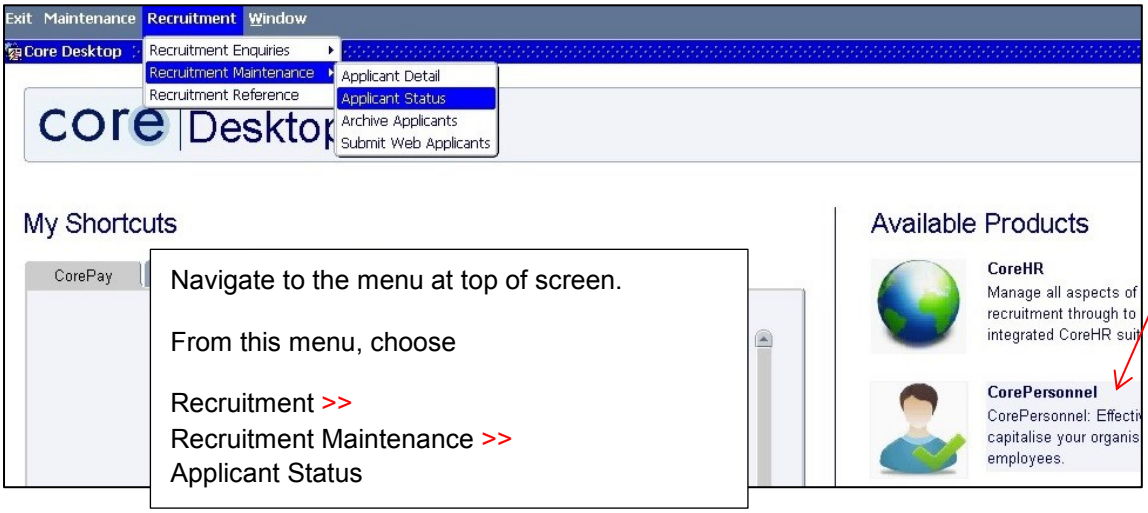
How to request references from the system via email

To access the email facility for your vacancy, you need to be in the **Applicant Status** screen, within Back office.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
Core e-Recruitment
CoreHR
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

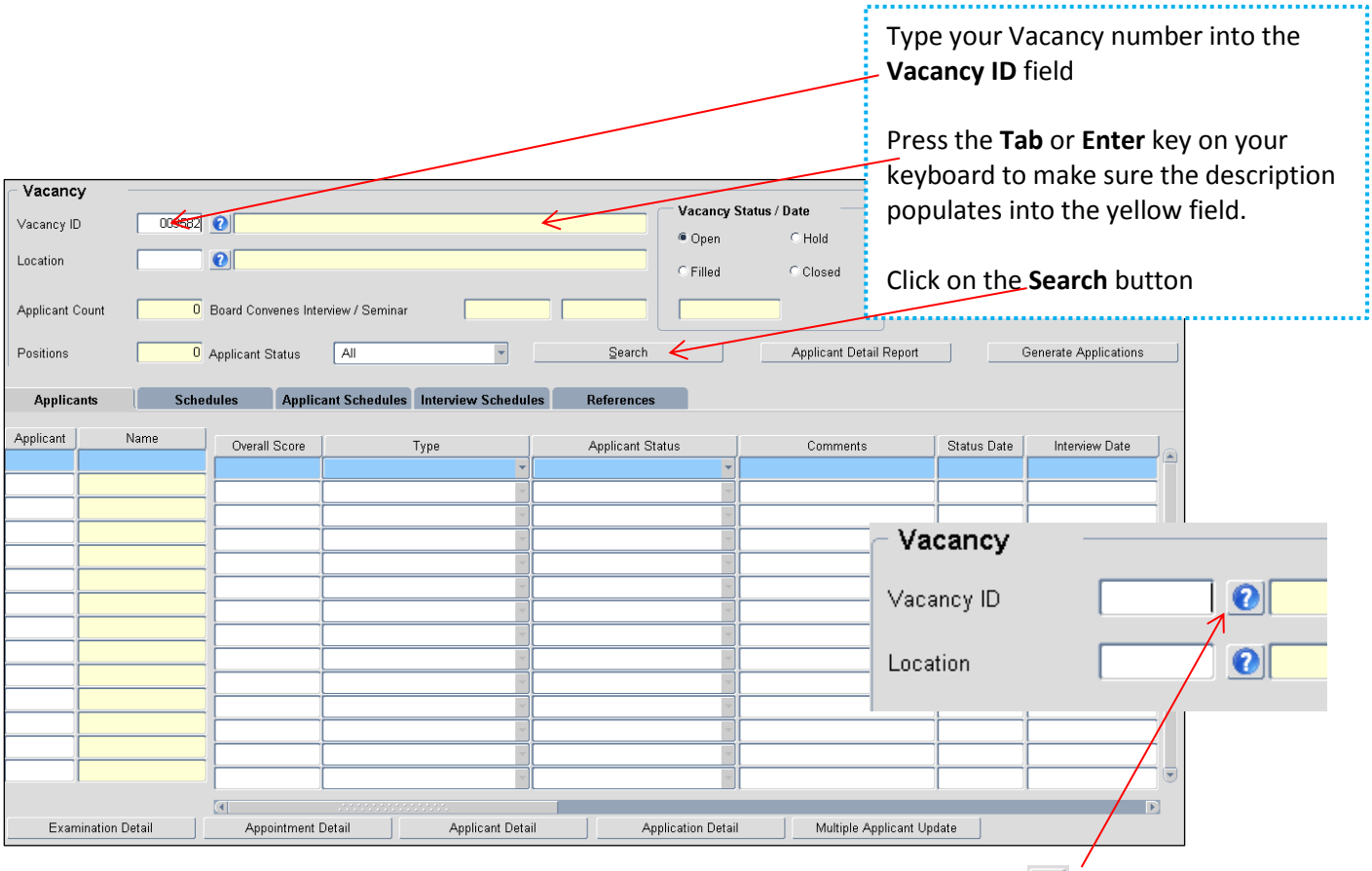
From within the eRecruitment back office, click on Core Personnel



Navigate to the menu at top of screen.

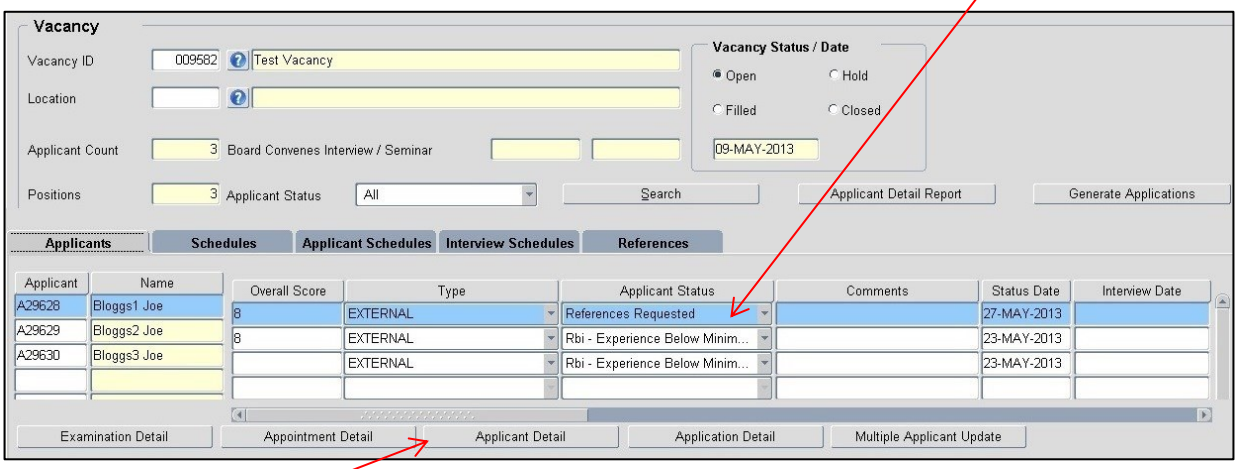
From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Status



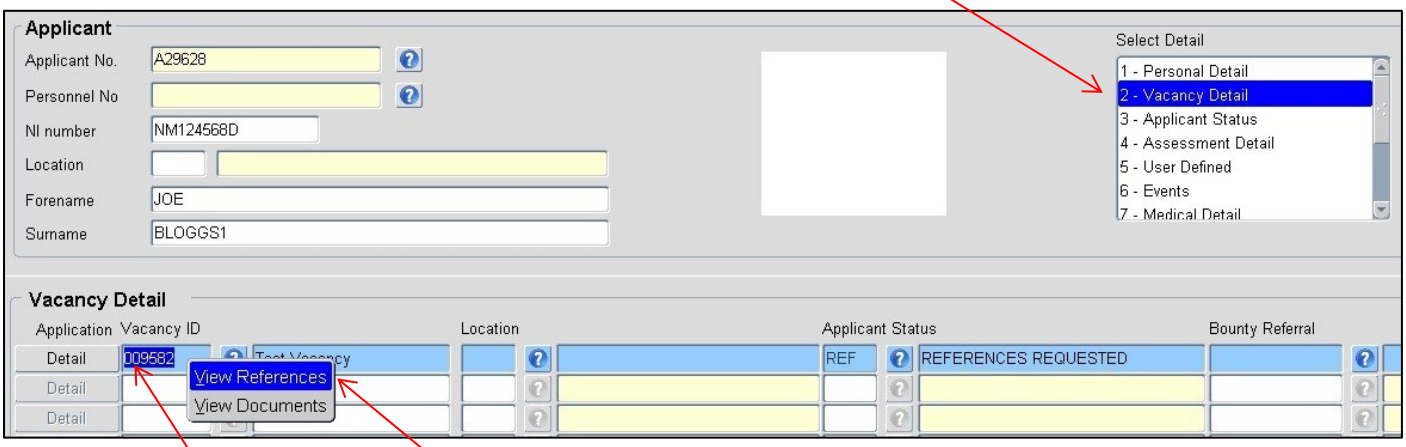
Alternatively, you can also search by the description of your vacancy, by clicking on the button.

Make sure the correct applicant is selected and update the Applicant Status to show **References Requested**.



Click on the **Applicant Detail** button.

From the Select Detail box, click on **2 - Vacancy Detail**.



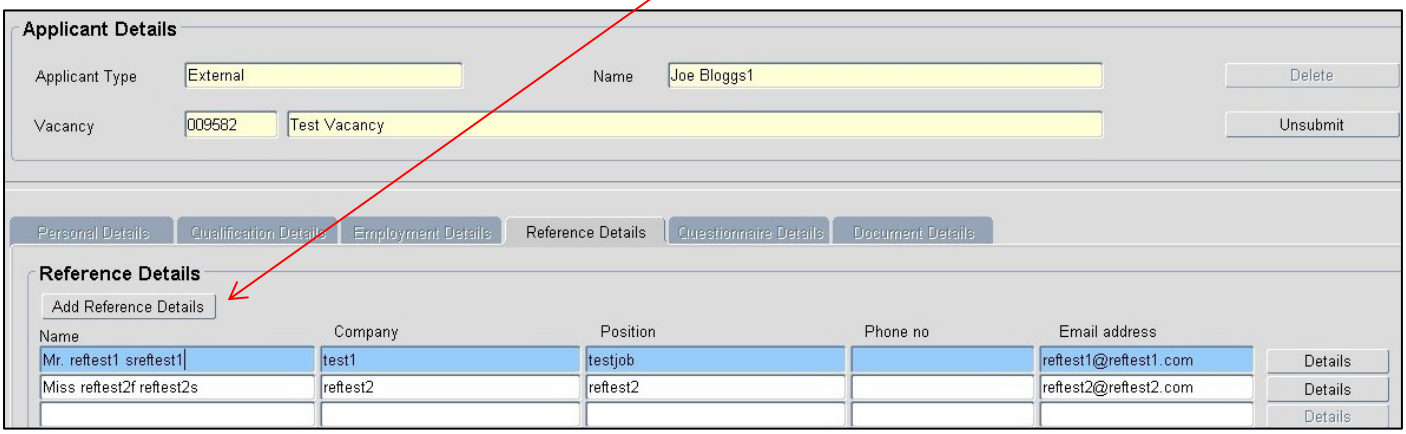
After clicking on **2 - Vacancy Detail**, a list of vacancies for which the candidate has applied to (within your area of responsibility) will display. Find the correct vacancy and click on it.

With the correct vacancy highlighted, right-click within the **Vacancy ID** field

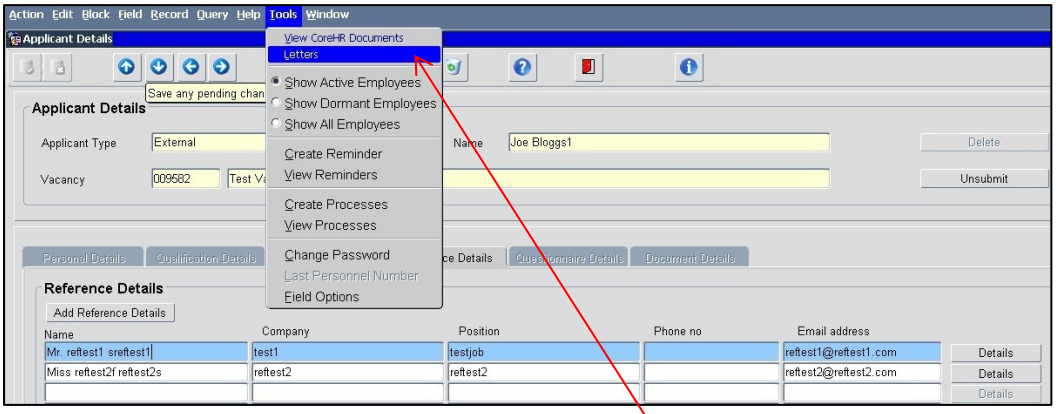
Then select **View References**.

The referees that the applicant has nominated at the time of their application will appear in a list.

If you want to include another reference, click on the **Add Reference Details** button



If you wish to create or send reference requests one at a time, you need to highlight the particular reference in the list. If you are going to send reference requests to all referees at once, it doesn't matter which referee is highlighted.



After your applicant is selected, click on **Tools >> Letters** from the menu at the top of the window.

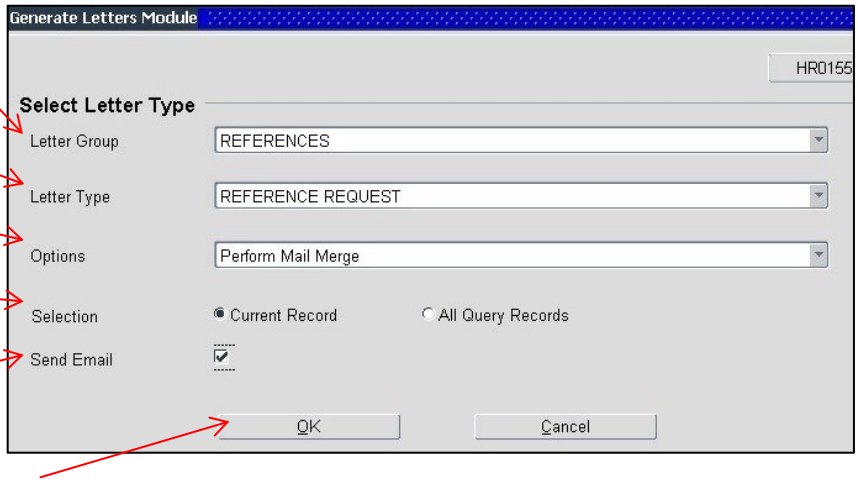
Letter Group - choose References

Letter Type - choose Reference Request

Options - choose Perform Mail Merge

Selection - make sure Current Record is selected

Send Email - make sure box is ticked



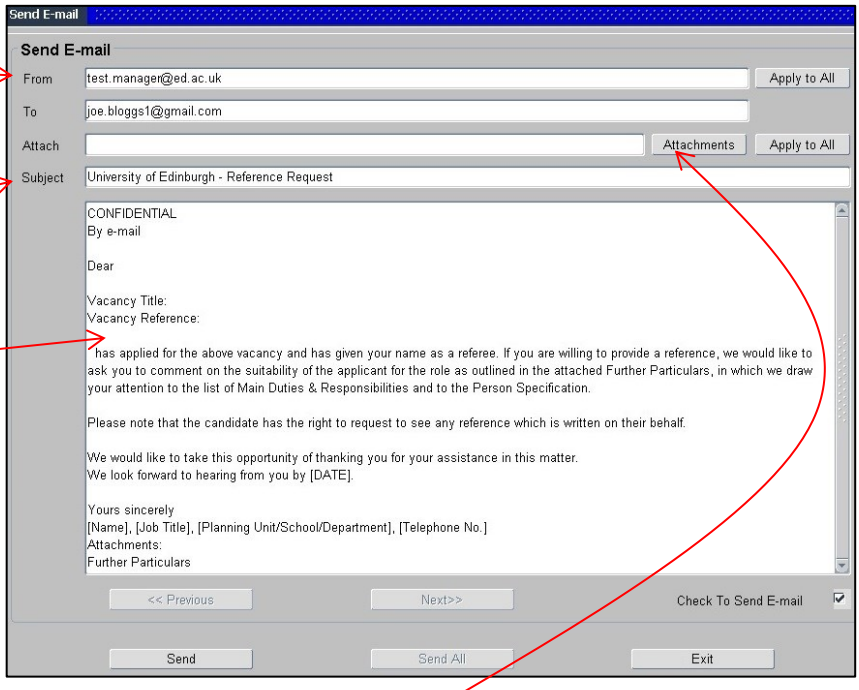
After clicking the **OK** button, the Send E-mail screen will appear.

From: Type your email address, or the email address of another appropriate staff member.

Subject: Edit as required

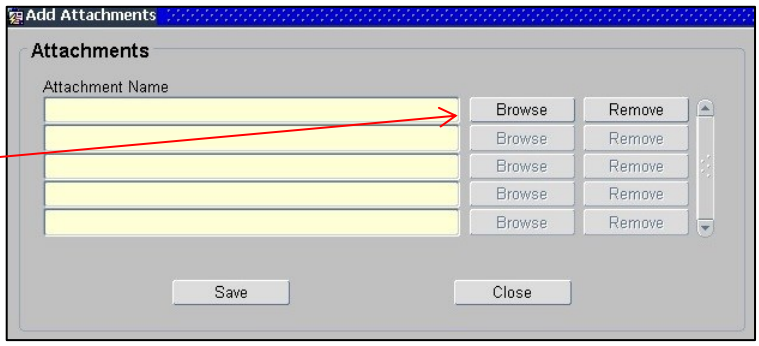
Main Body: Edit as required. Default text is provided and you can change this to suit. You do need to edit the main body and remove any of the [brackets and examples]

NB:
The character limit is 2000


Send E-mail
Send E-mail
From
test.manager@ed.ac.uk
Apply to All
To
joe.bloggs1@gmail.com
Attach
Attachments
Apply to All
Subject
University of Edinburgh - Reference Request
CONFIDENTIAL
By e-mail
Dear
Vacancy Title:
Vacancy Reference:
has applied for the above vacancy and has given your name as a referee. If you are willing to provide a reference, we would like to ask you to comment on the suitability of the applicant for the role as outlined in the attached Further Particulars, in which we draw your attention to the list of Main Duties & Responsibilities and to the Person Specification.
Please note that the candidate has the right to request to see any reference which is written on their behalf.
We would like to take this opportunity of thanking you for your assistance in this matter.
We look forward to hearing from you by [DATE].
Yours sincerely
[Name], [Job Title], [Planning Unit/School/Department], [Telephone No.]
Attachments:
Further Particulars
<< Previous
Next>>
Check To Send E-mail
Send
Send All
Exit

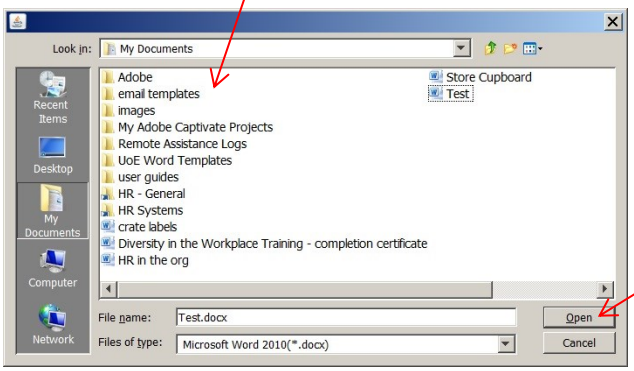
You can attach a document to your email, by clicking on the **Attachments** button.

After you have clicked on the Attachments button, the Add Attachments window will appear.



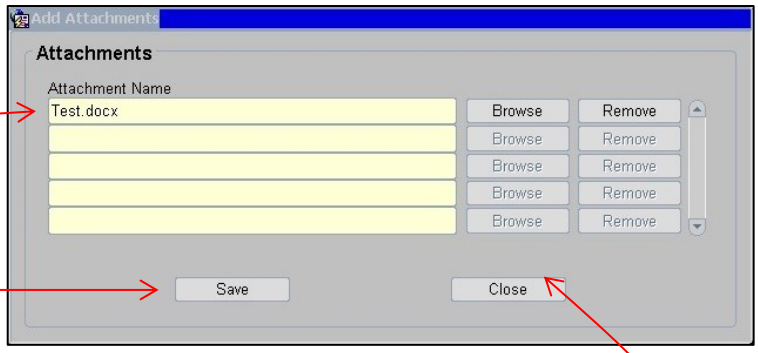
To attach the document from your computer, click on the **Browse** button.

This will open up a window to allow you to select your document. It may open your My Documents folder by default.

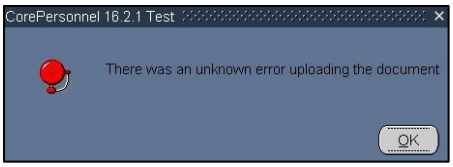


Once you have selected your document, click on the **Open** button

The Add Attachments window will appear again and you can see your document in the yellow **Attachment Name** field



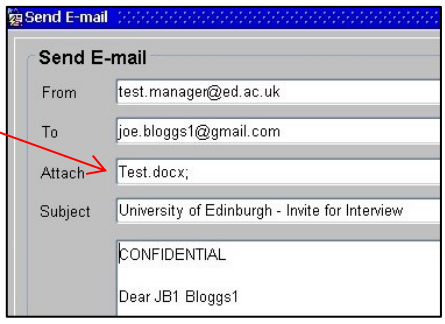
Then click on the **Save** button



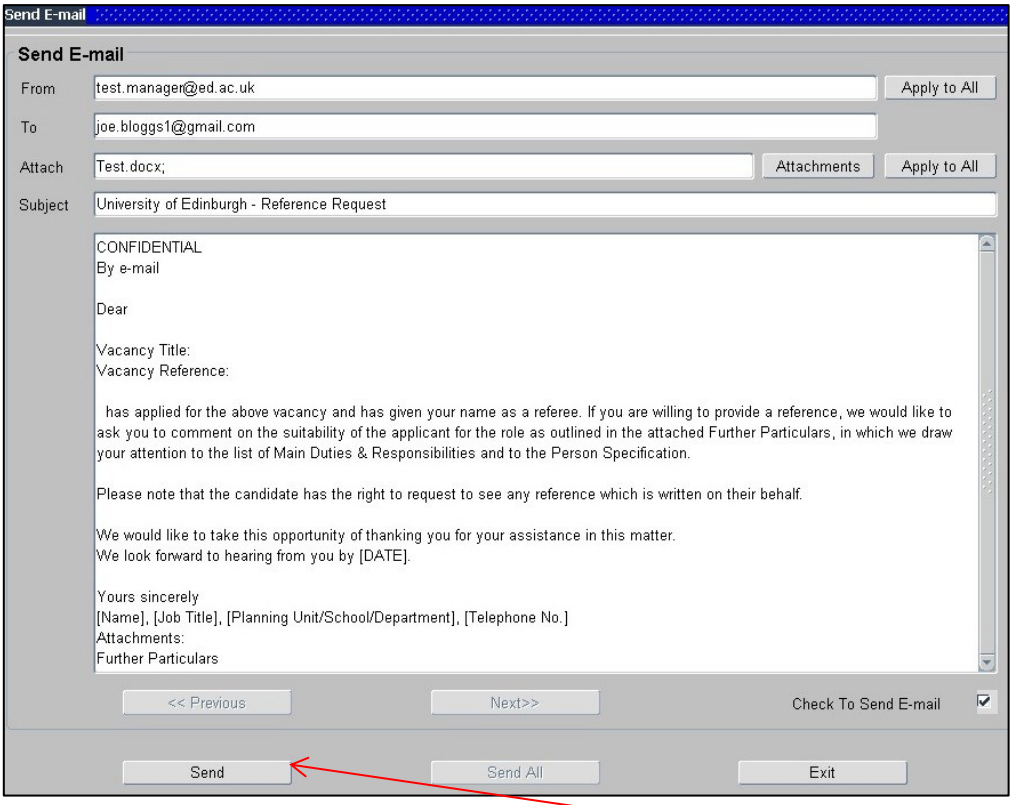
You will then see two message windows.
Click **OK** to both, then click on the **Close** button

You are then returned to your Send E-mail window

You can now see your attachment.

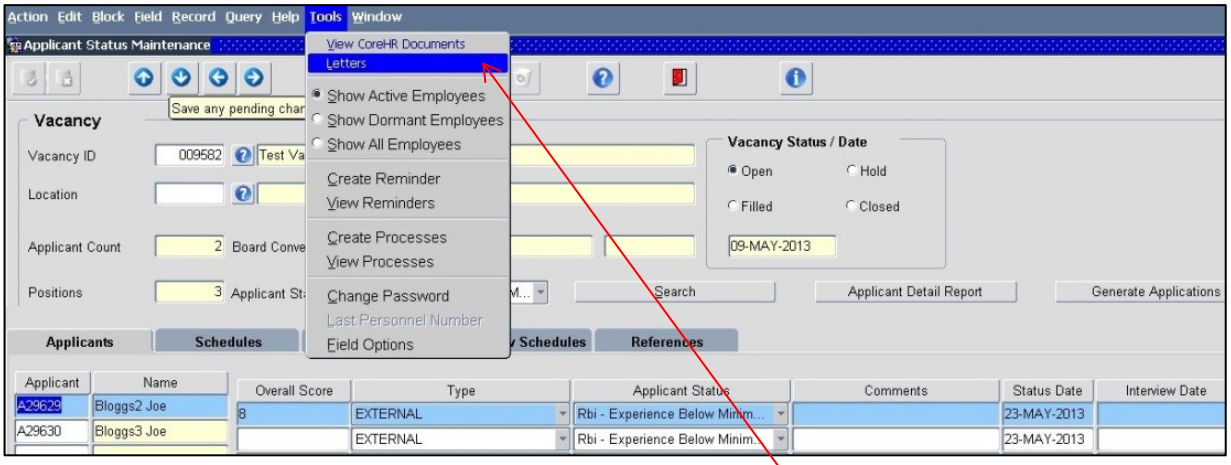


You are not able to remove an attachment from the Send E-mail window. You have to go back into the Add Attachment window and click the Remove button, then the Save button.


Send E-mail
Send E-mail
From
test.manager@ed.ac.uk
Apply to All
To
joe.bloggs1@gmail.com
Attach
Test.docx;
Attachments
Apply to All
Subject
University of Edinburgh - Reference Request
CONFIDENTIAL
By e-mail
Dear
Vacancy Title:
Vacancy Reference:
has applied for the above vacancy and has given your name as a referee. If you are willing to provide a reference, we would like to ask you to comment on the suitability of the applicant for the role as outlined in the attached Further Particulars, in which we draw your attention to the list of Main Duties & Responsibilities and to the Person Specification.
Please note that the candidate has the right to request to see any reference which is written on their behalf.
We would like to take this opportunity of thanking you for your assistance in this matter.
We look forward to hearing from you by [DATE].
Yours sincerely
[Name], [Job Title], [Planning Unit/School/Department], [Telephone No.]
Attachments:
Further Particulars
<< Previous
Next>>
Check To Send E-mail
Send
Send All
Exit

After you have checked that all details within the email are correct, click on the **Send** button.

A confirmation message will appear. Click the OK button.



To send a reference request to all the references at the same time, click on **Tools >> Letters** from the menu at the top of the window.

When emailing many applicants simultaneously, the email is tailored to each individual and will not contain details of other referees.

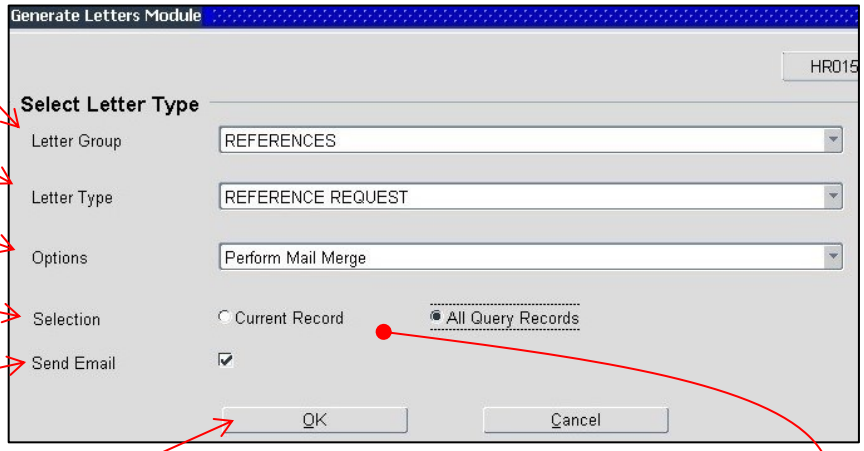
Letter Group - choose References

Letter Type - choose Reference Request.

Options - choose Perform Mail Merge

Selection - make sure All Query Records is selected

Send Email - make sure box is ticked

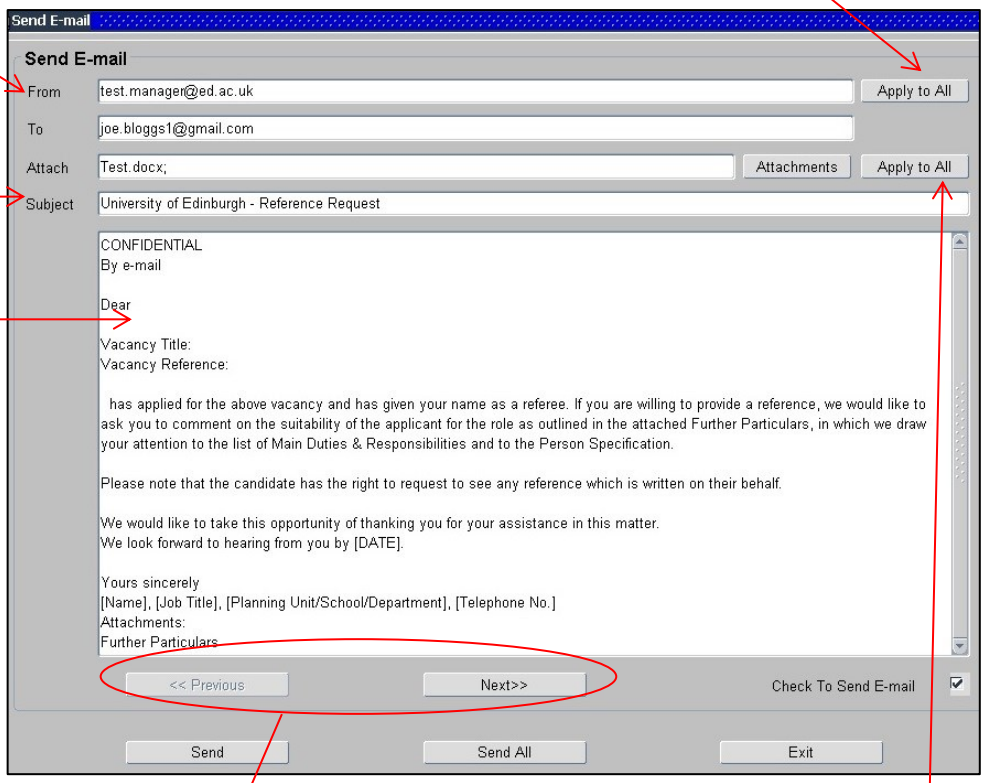


After clicking the **OK** button, the Send E-mail screen will appear.

Within Select Letter Type, the main difference between single emails and group emails is the **Selection** field
When doing a single recipient, choose Current Record
When choosing multiple recipients, choose All Query Records

From: Type your email address, or the email address of another appropriate staff member.

You need to also click on the **Apply to All** button to make sure all recipients see this.


Send E-mail
Send E-mail
From
test.manager@ed.ac.uk
Apply to All
To
joe.bloggs1@gmail.com
Attach
Test.docx;
Attachments
Apply to All
Subject
University of Edinburgh - Reference Request
CONFIDENTIAL
By e-mail
Dear
Vacancy Title:
Vacancy Reference:
has applied for the above vacancy and has given your name as a referee. If you are willing to provide a reference, we would like to ask you to comment on the suitability of the applicant for the role as outlined in the attached Further Particulars, in which we draw your attention to the list of Main Duties & Responsibilities and to the Person Specification.
Please note that the candidate has the right to request to see any reference which is written on their behalf.
We would like to take this opportunity of thanking you for your assistance in this matter.
We look forward to hearing from you by [DATE].
Yours sincerely
[Name], [Job Title], [Planning Unit/School/Department], [Telephone No.]
Attachments:
Further Particulars
<< Previous
Next>>
Check To Send E-mail
Send
Send All
Exit

Subject: Edit as required

Main Body: Edit as required. Default text is provided and you can change this to suit. You do need to edit the main body and remove any of the [brackets and examples]

NB:
The character limit is 2000

You can attach a document the same way as when you email a single recipient.

However, if you want all recipients to receive the attachment, you need to click on the **Apply to All** button

If you do not want all the recipients to receive the attachment, you would need to individually attach the document to each recipient. You can do this by using the **Next** and **Previous** buttons to scroll between the email recipients.

It is good practice to review each email to make sure the content and other details are correct.

When you are happy with this you can send all the emails at the same time by clicking on the **Send All** button.
If you click on the **Send** button, only the email on your screen will be sent and not the other recipients in the group.

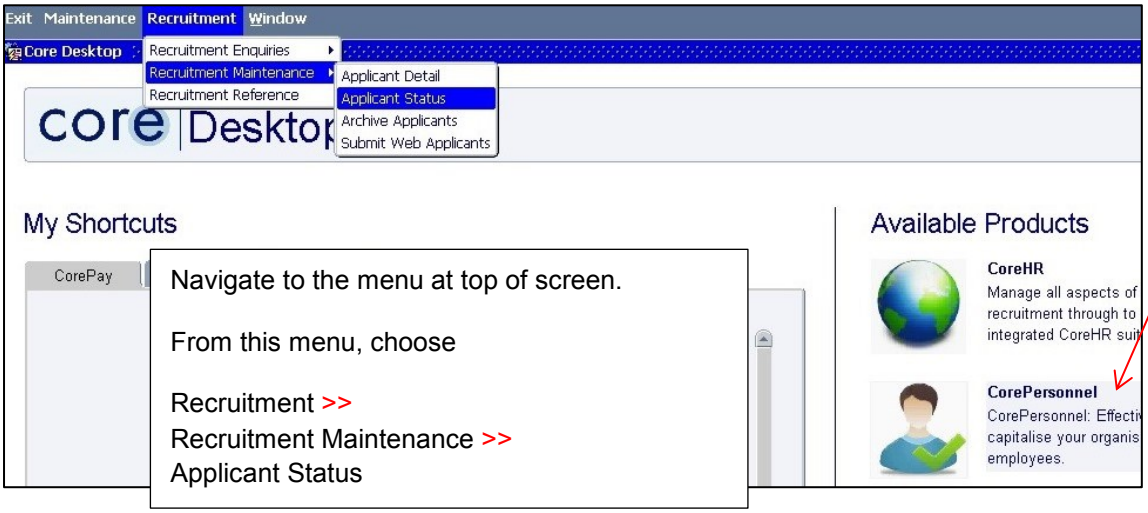
How to view emails sent to applicants via the system

To access the email facility for your vacancy, you need to be in the **Applicant Status** screen, within Back office.

From the Portal, click on Quick Jump, then Core HR
This will take you into eRecruitment back office

e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff.
Clinical Trials Statistician?
Posted: 26-Apr-13| Closing: 24-May-13 18:00| More Information| Apply
Online Recruitment
Core e-Recruitment
CoreHR
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.

From within the eRecruitment back office, click on Core Personnel



Navigate to the menu at top of screen.

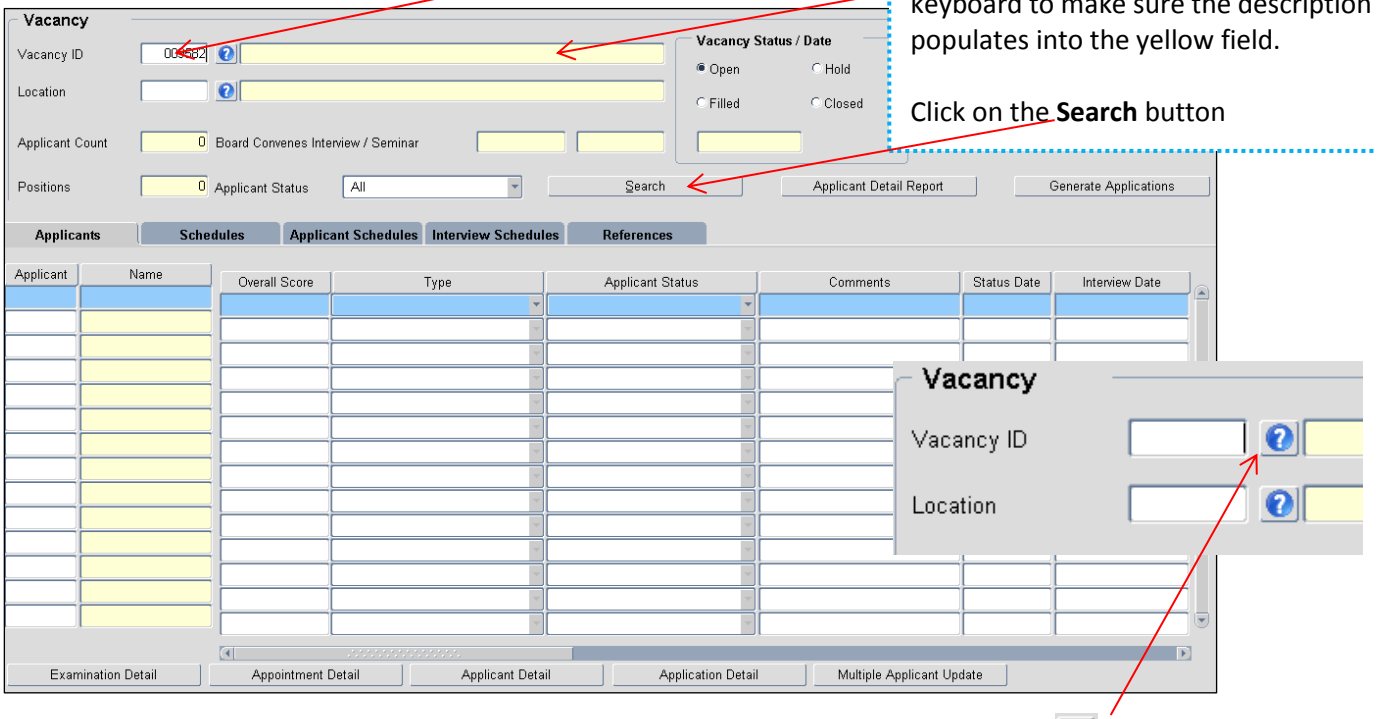
From this menu, choose

Recruitment >>
Recruitment Maintenance >>
Applicant Status

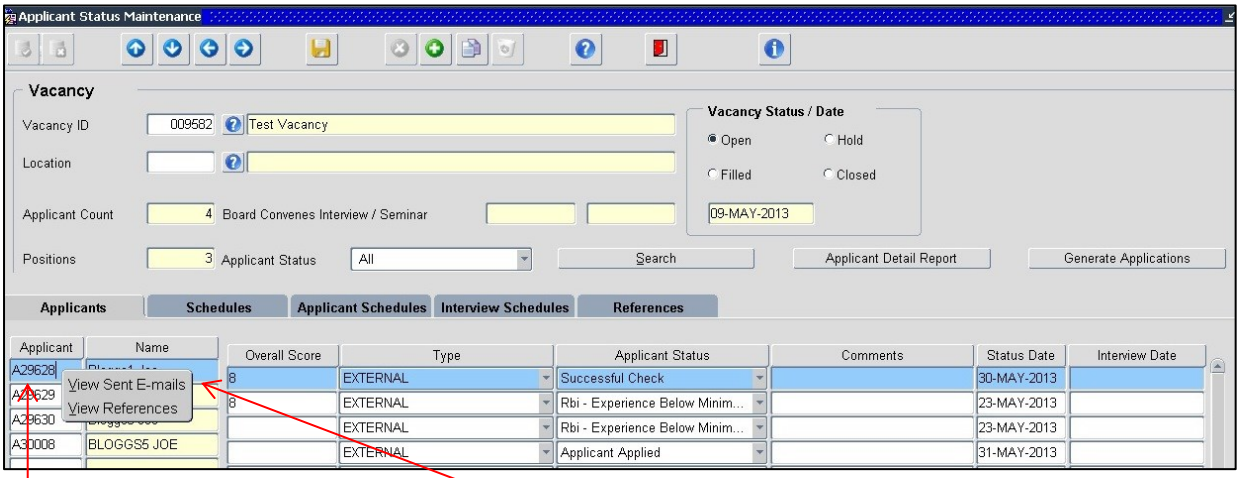
Type your Vacancy number into the **Vacancy ID** field

Press the **Tab** or **Enter** key on your keyboard to make sure the description populates into the yellow field.

Click on the **Search** button



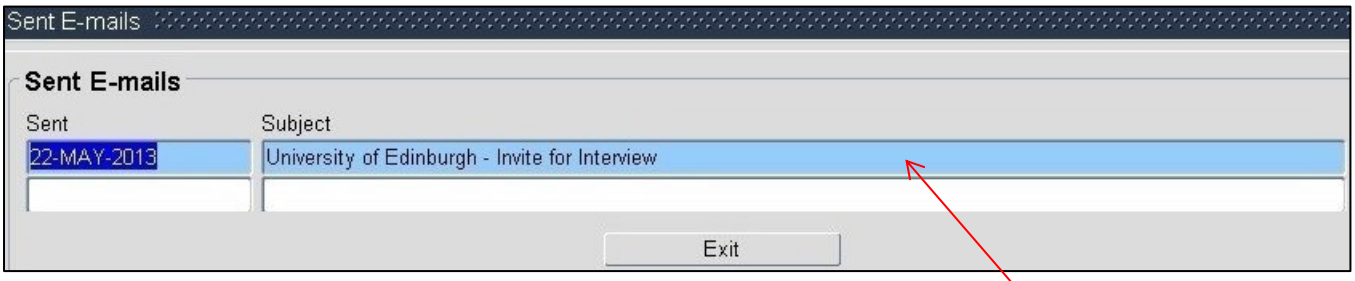
Alternatively, you can also search by the description of your vacancy, by clicking on the button.



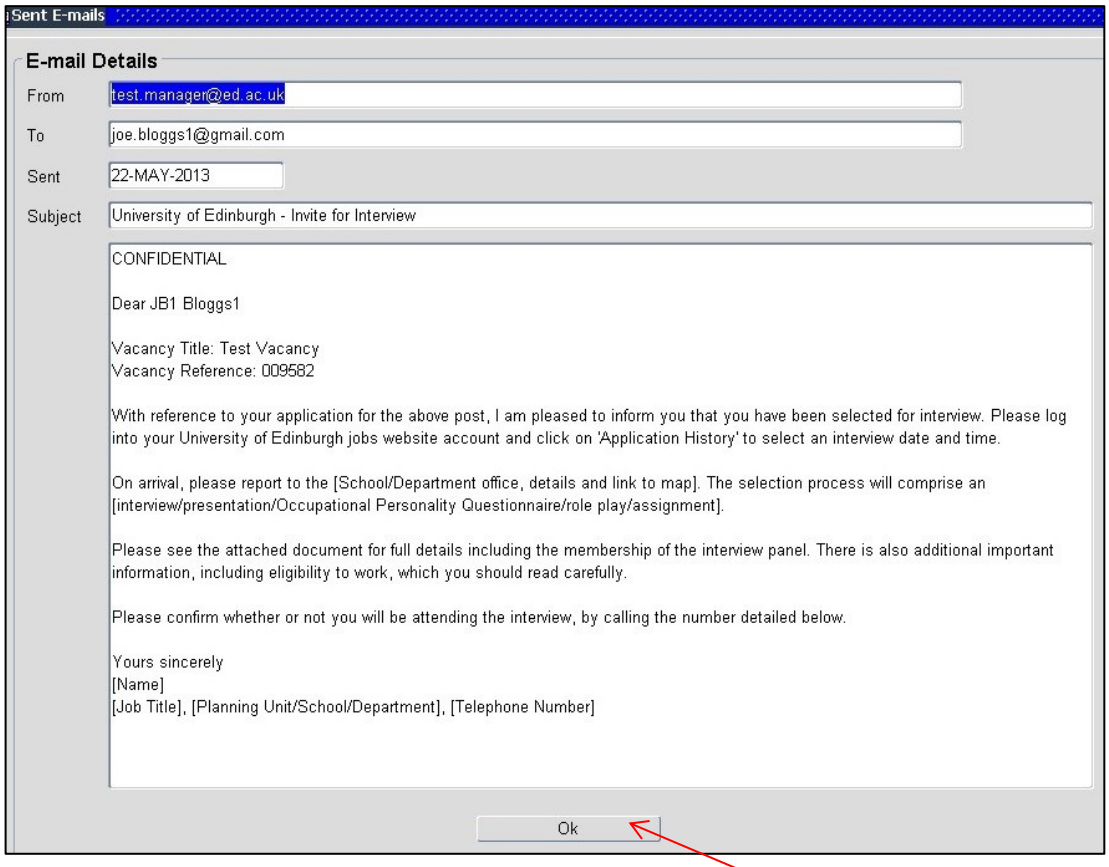
From the list of applicants, click on the right mouse button in the **Applicant No** field.

Then click on **View Sent Emails** from the pop up list

This screen will confirm your email has been sent and it will also give a date stamp. There is no time stamp included in this screen.

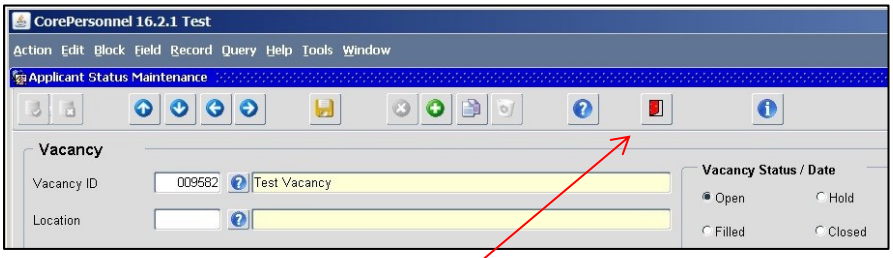


You can open the actual email to check all the details by double clicking in the **sent** or **subject** field.

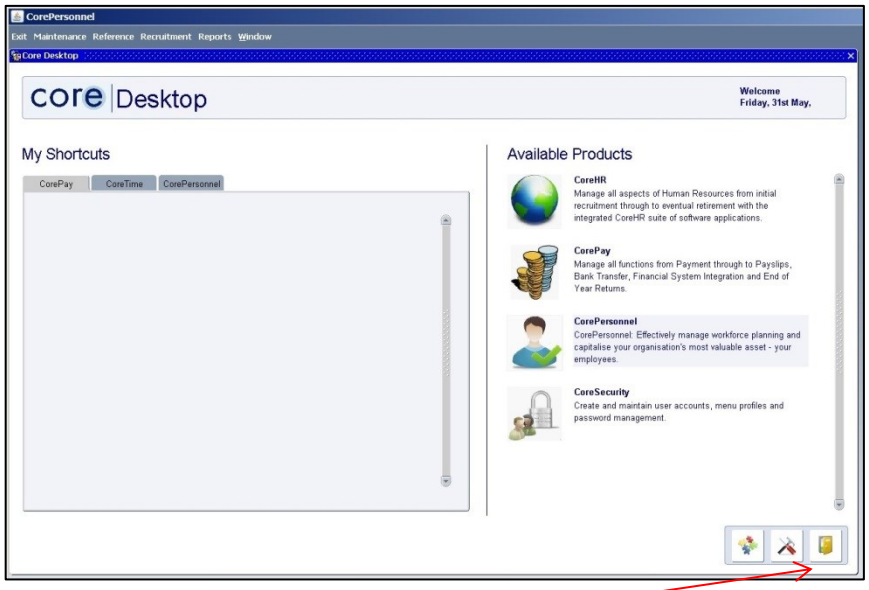

Sent E-mails
E-mail Details
From
test.manager@ed.ac.uk
To
joe.bloggs1@gmail.com
Sent
22-MAY-2013
Subject
University of Edinburgh - Invite for Interview
CONFIDENTIAL
Dear JB1 Bloggs1
Vacancy Title: Test Vacancy
Vacancy Reference: 009582
With reference to your application for the above post, I am pleased to inform you that you have been selected for interview. Please log into your University of Edinburgh jobs website account and click on 'Application History' to select an interview date and time.
On arrival, please report to the [School/Department office, details and link to map]. The selection process will comprise an [interview/presentation/Occupational Personality Questionnaire/role play/assignment].
Please see the attached document for full details including the membership of the interview panel. There is also additional important information, including eligibility to work, which you should read carefully.
Please confirm whether or not you will be attending the interview, by calling the number detailed below.
Yours sincerely
[Name]
[Job Title], [Planning Unit/School/Department], [Telephone Number]
Ok

You can now see all the detail on the email to the applicant. To leave this screen, click on **OK**.
Then click the Exit button to take you back to Applicant Status screen

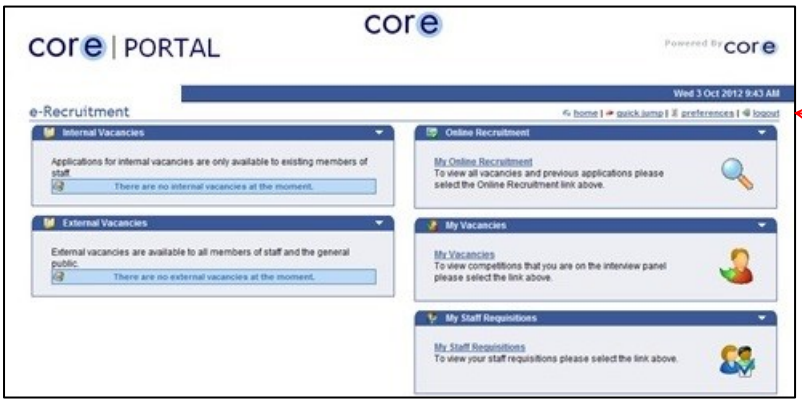
How to exit eRecruitment



The majority of screens have a red door icon which will return you to the previous level you were at. Click the red door until you arrive back to home screen for the back office.


CorePersonnel
Exit Maintenance Reference Recruitment Reports Window
Core Desktop
core Desktop
Welcome
Friday, 31st May,
My Shortcuts
CorePay
CoreTime
CorePersonnel
Available Products
CoreHR
Manage all aspects of Human Resources from initial recruitment through to eventual retirement with the integrated CoreHR suite of software applications.
CorePay
Manage all functions from Payment through to Payslips, Bank Transfer, Financial System Integration and End of Year Returns.
CorePersonnel
CorePersonnel: Effectively manage workforce planning and capitalise your organisation's most valuable asset - your employees.
CoreSecurity
Create and maintain user accounts, menu profiles and password management.

There is a yellow door logo on the back off ice main screen. Click this icon.


core PORTAL
core
Powered By core
Wed 3 Oct 2012 9:43 AM
e-Recruitment
home | quick jump | preferences | logout
Internal Vacancies
Applications for internal vacancies are only available to existing members of staff
There are no internal vacancies at the moment.
Online Recruitment
My Online Recruitment
To view all vacancies and previous applications please select the Online Recruitment link above.
External Vacancies
External vacancies are available to all members of staff and the general public.
There are no external vacancies at the moment.
My Vacancies
My Vacancies
To view competitions that you are on the interview panel please select the link above.
My Staff Requisitions
My Staff Requisitions
To view your staff requisitions please select the link above.

Then click on **Logout**